



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, MAY 12, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated January 24 and February 14, 2008 (previously distributed)
5. Public Participation
6. Recognize Recent Retirees (mailed)
7. Vacancy Reconfirmations (no action was taken by Ad Hoc Committee on 5-1-08 due to no quorum being present) (mailed)
8. Approval of Voluntary Data Sharing Agreement Contract with Centers for Medicare Services (mailed)
9. Modification to 20 Week Hiring Delay Policy for Attorney Positions in Prosecuting Attorney's Office (mailed)
10. Modification to 20 Week Hiring Delay Policy to Apply to Vacancies that Come Before the Personnel Committee for Reconfirmation (mailed)
11. Waiver of 20 Week Hiring Delay for Two Vacant Housekeeper I/II Positions in Facilities & Operations Department Due to Implementation of Laundry Proposal (mailed)
12. Reclassification of One Vacant System Specialist Position to PC Network Specialist in Information Technology Department (mailed)
13. Executive Session to Discuss Labor Negotiations and Correspondence from Corporation Counsel
14. New Business
15. Public Participation
16. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

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HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM: Eric Herppich,  Acting Director
Human Resources

DATE: May 1, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the May 12, 2008 Personnel Committee Meeting.

Name: Martha Backus (deceased April 26, 2008)
Department: Sheriff Department
Retirement Date: March 21, 2008
Years of Service: 9 years 3.5 months
County Commissioner: Sarah Roberts

Name: Charles Ruh
Department: Sheriff Department
Retirement Date: April 7, 2008
Years of Service: 12 years .4 months
County Commissioner: Brian Brdak

Name: Dianne Russo
Department: Veterans Services
Retirement Date: May 30, 2008
Years of Service: 19 years 2.8 months
County Commissioner: Kathy Vosburg

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Approve the reconfirmation of the following vacancies

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair

Personnel Committee

CLASSIFICATION

DEPARTMENT

One Administrative Assistant III (Linda Wayne)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 05-18-07
Exit Interview Completed: Yes

Community Mental Health

One Case Manager II (Louise Fecko)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 11-30-07
Exit Interview Completed: Yes*

Community Mental Health

One Registered Nurse (Millie Thaxton)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 03-07-08
Exit Interview Completed: Yes*

Community Mental Health

One Account Clerk I/II (Virginia Labby)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 02-22-08
Exit Interview Completed: Yes

Health

COMMITTEE/MEETING DATE

Personnel _____ 05-12-08

CLASSIFICATION

DEPARTMENT

One Coordinator of Security (Theodore Stabley)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 01-11-08

Exit Interview Completed: Yes

Juvenile Justice Center

One Paralegal (Incoronada Delfuoco)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 12-28-07

Exit Interview Completed: Yes

Senior Citizen Services

One Computer Maintenance Clerk (Martha Backus)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 03-21-08

Exit Interview Completed: Pending

Sheriff

One Typist Clerk I/II (Linda Baade)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 01-04-08

Exit Interview Completed: Pending

Veterans Services

One Counselor II (Dianne Russo)

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 05-30-08

Exit Interview Completed: Pending

Veterans Services

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Youth Specialist (Donald Noll)

Juvenile Justice Center

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 04-18-08
Exit Interview Completed: Yes*

One Youth Specialist (Christina Peltier)

Juvenile Justice Center

Reason for Position being Vacant: Discharged
Date Position to be Vacant: 03-19-08
Exit Interview Completed: Pending

One Youth Specialist (Erica Sumpter)

Juvenile Justice Center

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 04-18-08
Exit Interview Completed: Yes*

One Nurse Aide (Monica Montour)

Martha T. Berry

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 05-30-08
Exit Interview Completed: Pending

One Nurse Aide (Latoya Tinsley)

Martha T. Berry

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 04-08-08
Exit Interview Completed: Pending

One Deputy (Charles Ruh)

Sheriff

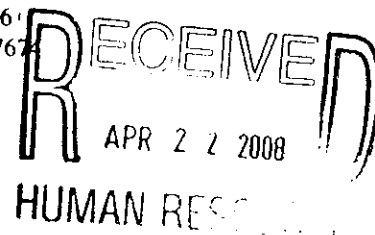
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 04-07-08
Exit Interview Completed: Yes

*Did not authorize the release of the exit interview information.



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7672



Donald I. Habkirk, Jr.
Executive Director

April 21, 2008

BOARD OF DIRECTORS To: Eric Herppich, Acting Director
Louis J. Burdi
Chairperson
Human Resources Department

Janice A.B. Wilson
Vice-Chairperson

duh
From: Donald I. Habkirk, Jr., Executive Director
Community Mental Health Services

Joan Flynn
Secretary-Treasurer

Re: Request to Reconfirm
Vacant Budgeted Position
Administrative Assistant III-Reimbursement
Administration

224 646.04

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Administrative Assistant III.

This vacancy is created by the retirement of Linda Wayne, effective May 18, 2007.



A CARF Accredited
Organization

The employee in this classification, under the supervision of an assigned supervisor, provides support to the Finance and Budget division of Community Mental Health; oversees the billing and reimbursement activities within the Finance and Budget divisions; ensures billing and revenue collection duties are completed timely and accurately; develops revenue projections for use in fiscal reporting; performs related duties as assigned.

If you have any questions regarding this request, please contact me.

Thank you.

DIH/lg

cc: R. Slaine, File



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MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Linda Wayne SOCIAL SECURITY # [REDACTED]

ADDRESS 21324 Yale St. Clair Shores, MI 48081

DEPARTMENT CMH

CLASSIFICATION Admin. Asst. III

TERMINATION DATE May 18, 2007

DATE OF HIRE January 6, 1986

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Linda Wayne DATE 5-3-07

INTERVIEWER'S SIGNATURE Wendy Miller DATE 5/3/07

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HUMAN RESOURCES

Describe how this position is funded:	<u>10 %</u>	<u>%</u>	<u>90 %</u>
	County	Grant	Other

The employee in this classification, under the supervision of an assigned supervisor, provides support to the Finance and Budget division of Community Mental Health by monitoring billing and reimbursement activities, ensuring that billing and revenue collection duties are completed timely and accurately, developing revenue projections for use in fiscal reporting, and performing other related duties as assigned.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Director	1
Same Classification Within Department or Program	n/a	
Other Classifications Reporting to this Immediate Supervisor	Adm Asst IV & II, Accountant, AC IV, Reimb Analyst	16
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Account Clerk IV - 2: Position will provide direction to ensure that billing and revenue collection are completed timely and accurately.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This position will be responsible for ensuring that billing and revenue collection are completed timely and accurately while keeping abreast of new billing rules, establishing new billing processes as needed, and developing mechanisms to ensure that the client financial data in the software system is accurate.

This position will need to be able to develop regular data reports and analyze trends to identify and resolve billing/reimbursement issues.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Provides technical assistance to all F&B staff	10	daily	MI Mental Health Code & MDCH contract
2	Ensures timeliness of billing and revenue collecti	20	daily	MI Mental Health Code & MDCH contract
3	Develops regular data reports to analyze trends	20	weekly	MI Mental Health Code & MDCH contract
4	Establishes new billing processes as needed	10	when needed	MI Mental Health Code & MDCH contract
5	Ensures accurate finance data in software systeml	10	daily	MI Mental Health Code & MDCH contract
6	Assists CMH/contract agencies in securing benefits	5	daily	MI Mental Health Code & MDCH contract
7	Provides tech asst, direction, & training to staff	20	daily	MI Mental Health Code & MDCH contract
8	Serves as liason to DCH in regards to reimb.	5	daily	MI Mental Health Code & MDCH contract

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

n/a

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

This position will take action on establishing new billing processes in our software system and resolving billing and reimbursement issues as they arise.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
decrease in the accuracy and timeliness of billing	delay in the collection of revenues
lack of regular analysis of reimbursement reports	inaccurate revenue projections -fiscal reporting
lack of tech. assist. to staff and providers	reduction of benefits to consumers

Key Customers:

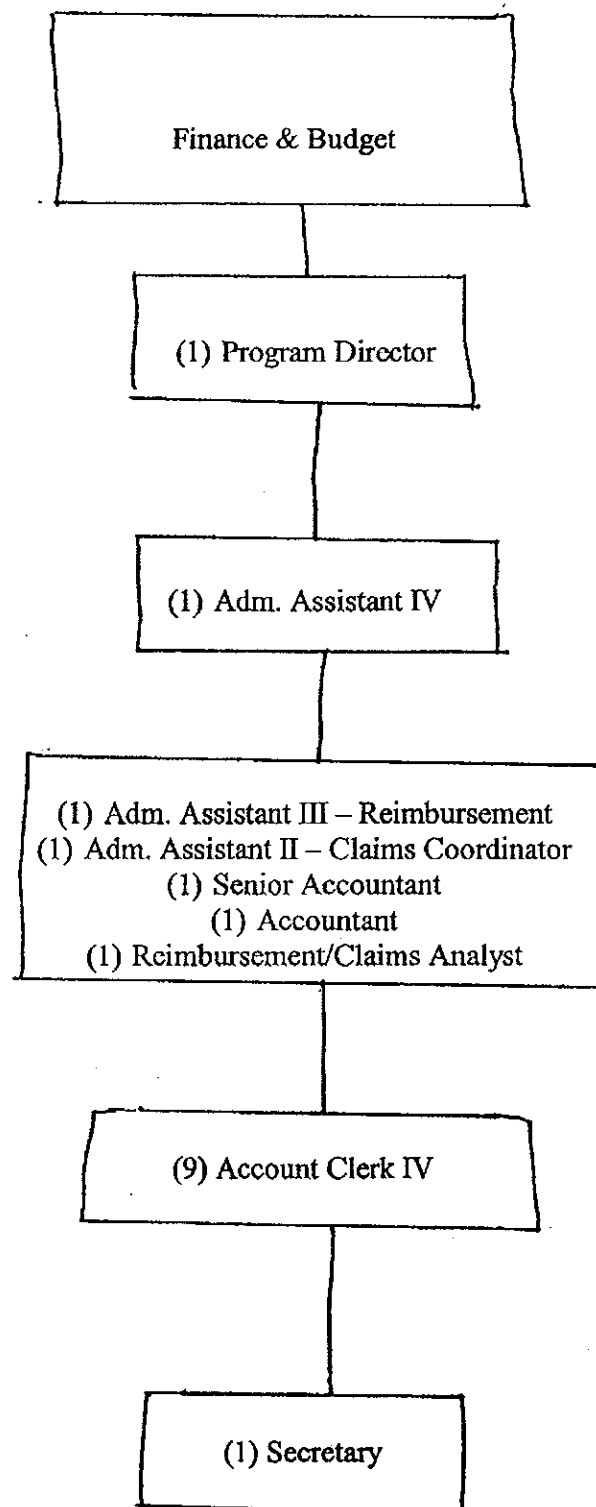
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
MCCMH Administration & Direct Providers	billing/reimbursement issues; benefits	daily
Contract Agencies	billing/reimbursement issues; benefits	weekly
Department of Community Health	liason representative	monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

Finance and Budget Organizational Chart





COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674

R
APR 22 2008
HUMAN RESOURCES

Donald I. Habkirk, Jr.
Executive Director

April 21, 2008

BOARD OF DIRECTORS To: Eric Herppich, Acting Director
Louis J. Burdi Human Resources Department
Chairperson

Janice A.B. Wilson From: Donald I. Habkirk, Jr., Executive Director
Vice-Chairperson Community Mental Health Services

Joan Flynn Re: Request to Reconfirm
Secretary-Treasurer Vacant Budgeted Position
Case Manager II
VDPS

224 646.57

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Case Manager II.

This vacancy is created by the retirement of Louise Fecko, effective November 30, 2007. This position was reclassified from a Therapist II to a Case Manager II on March 19, 2008.



A CARF Accredited
Organization

The employee in this classification, under the supervision of an assigned supervisor, provides direct service to program members, consumers, family members and designated others; implements program activities; participates in research and program evaluation; supplies statistics as requested by administration; promotes client assessing of community based resources; facilitates team understanding as well as member assessing of community-based resources; performs related duties as assigned.

If you have any questions regarding this request, please contact me.

Thank you.

DIH/lg

cc: R. Slaine, File



MEMBER

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APR 22 2008
HUMAN RESOURCES

HUMAN RESOURCES

Describe how this position is funded:	<u>10 %</u>	<u>%</u>	<u>90 %</u>
	County	Grant	Other

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Supports Coordinators facilitate person centered planning for persons with developmental disabilities. SC's complete clinical assessments and develop/write assigned consumers' individual plans of service. SC's request authorizations and link, coordinate all services identified in the plan. SC's monitor services provided and complete periodic reviews of goals established in plan. SC's assist with access to entitlements, health insurance providers

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Vocational and Day Program Services primarily provides supports coordination services to persons with developmental disabilities. VDPS staff link DD consumers to a wide variety of supports and services intended to assist the consumer attain a sufficient level of functioning. Services help achieve goals of community inclusion, independence or productivity. Plans developed by Supports Coordinators often include community living supports, vocational and adaptive skills training, behavioral training, respite, psychiatric treatment, etc. SC's link to large network of contracted providers who offer services documented in consumer's plan.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Therapist III	3
Same Classification Within Department or Program	Supports Coordinator (CSM II)	20
Other Classifications Reporting to this Immediate Supervisor	RN (Spec II)	2
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

n/a

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

SC's assessments require clinical judgement skills. Diagnoses of target populaion include mental retardation and autism. Consumers have varying cognitive, adaptive and communication abilities. SC's treatment plans must reflect consumers needs, functioning level and family/living environment. Services must be medically necessary. SC's link families to over 20 distinct service types, offered by over 50 different contracted providers. Service authorizations are very complex.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Completing assessments	5	weekly	yes
2	Person Centered Planning/writing POS	30	daily	yes
3	Linking/referring/monitoring services via phone	10	daily	yes
4	Field contacts, monitoring services, write notes	20	daily	yes
5	Completing formal service reviews	30	daily	yes
6	Assisting with insurance, entitlements, etc.	5	weekly	yes
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

VDPS currently has 1140 consumers receiving supports coordination. In 2004, VDPS had 1008 open cases. This represents a 12% increase. New cases are opened every week, whose numbers historically exceed those closed. In addition, SC productivity expectations have significantly increased. Monthly contacts are now required, while in 2004 most consumers received contacts every three months.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Nealy all consumer contacts are made in the field without a supervisor present. During these contacts, the SC assesses each consumer's clinical needs. SC translates wants/desires into medically necessary services. SC makes judgements as to whether requested service amounts are adequate to achieve desired outcomes. SC confirms when/if services are meeting stated goals. SC offers instruction to line staff as to how to implement goals and keep proper data and documentation.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Unable to meet demand for new DD services	
Consumers may be put on waiting list	
CMH may not meet state complaine standards	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Community Living Support providers	training staff on implementing goals	daily
All contracted providers	forward treatment plans	daily
All contracted providers	Develop service authorizations	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

There continues to be an increase in the demand for services for the developmentally disabled. Throughout CMH, requests to open DD cases significantly outnumber those cases closed. To meet the demand for DD services, it is critical that the County maintains supports coordinator capacity.

VOCATIONAL & DAY PROGRAM SERVICES

STEVE SMITH PROGRAM SUPERVISOR

Marlana Wall
T-II

Support Coordinators:

Brian Bunte, SC II
Janet Folkins, SC II
Carol Knight, SC II
Linda Lezotte, SC II
Anna McKinney, SC II
Connie Peltier, SC II
Julio Peretti, SC II

Melissa Brown, SC II (Contract)

Sharon Smith, RN
Vacant, RN

Virginia Mussey
T-II

Support Coordinators:

Pam Michielutti, SC II, DD Voc Specialist

Lisa Bonscour, SC II
Peggy Brieske, SC II
Amy Kenzie, SC II
Kathy Lancaster, SC II
Jessica Konkolesky, SC II
Vacant - SC II

Natasha Webster, SCII (Contract)
Bridget Zabawa, SCII (Contract)

Ellen Kent, (Supports Coordinator Asst.)

Crystal Bouissi, SC II
Sheila Canady, SC II
Don Helinski, T-II, Intake Coordinator

Dr. N. B. Murthi, Psychiatrist
Dr. M. Pezhman, Psychiatrist

Rebecca Perry, T/C III
Pat Hoenscheid, A/C III
Maribeth Jezak, A/C I/II
Tiffany Muczynski, A/C I/II

Linda Muri
T-III

Supports Coordinators

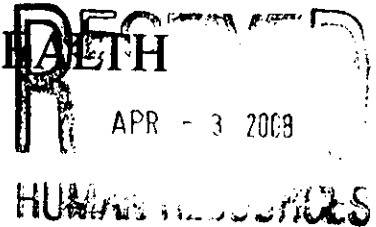
Tammy Kerchkof, Adult Respite Coord

Lin Day, SC II
Tom Duncan, SC II
Rhonda Gardner, SC II
Karen Gibson, SC II
Elizabeth Vutci, SC II



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



Donald I. Habkirk, Jr.
Executive Director

April 3, 2008

BOARD OF DIRECTORS To: Eric Herppich, Acting Director
Louis J. Burdi Human Resources Department
Chairperson

Janice A.B. Wilson From: Robert R. Slaine, Deputy Director
Vice-Chairperson Community Mental Health Services

Joan Flynn
Secretary-Treasurer

Re: Request to Reconfirm
Vacant Budgeted Position
Registered Nurse
Vocational & Day Program Services

224 646.57

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Registered Nurse.

This vacancy is created by the retirement of Millie Thaxton, effective March 7, 2008.



A CARF Accredited
Organization

The employee in this classification, under the direction of an assigned supervisor, facilitates prompt and effective coordination of services regarding consumer's health, medical, case management and psychiatric medication needs within the outpatient program; provide direct services to consumers and their families; provides specialized health care assessments and screenings per doctors' orders; implements program activities; participates in research and program evaluation to improve coordination of health and medication programming; performs related duties as assigned.

If you have any questions regarding this request, please contact me.

Thank you.

RRS/lg

cc: D. Habkirk, Jr., File



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APR - 3 2009

HUMAN RESOURCES

Describe how this position is funded:	10 %	%	90 %
	County	Grant	Other

Nurses at Vocational and Day Program Services providework with the Developmentally Disabled population in the following ways: 1) complete specialized nursing assessments 2) monitor consumer health issues in the community 3) support psychiatrists at medication reviews 4) respond to medication related inquiries 5) administer prescribed injections and dispense sample medications 5) complete private duty nursing level of care assessments 6) provide supports coordination to medication only and medically compromised consumers.

Vocational and Day Program Services primarily provides supports coordination services to persons with developmental disabilities. VDPS staff link DD consumers to a wide variety of supports and services intended to assist the consumer attain a sufficient level of functioning. Services help achieve goals of community inclusion, independence or productivity. Psychiatric services are offered to minimize symptoms. Nurses attend psychiatric appointments and assist in the medication review process. They monitor and provide training to staff caring for medically involved consumers at day skill building programs and in independent living programs. They offer assessment, linking and coordinating services for consumers needing private duty nursing care.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Therapist III	3
Same Classification Within Department or Program	Nurse	2
Other Classifications Reporting to this Immediate Supervisor	Supports Coordinator (Case Manager II)	8
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Nurses are responsible for providing training and guidance to staff who care for consumers in day skill building and independent living settings (community living support staff). Skill Building and Community Living Support staff work for private agencies with whom the county contracts. Nurses complete nursing assessments and develop goals for staff to implement that ensures the staff meet all of the consumers health needs.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Completes nursing assessments and makes recommendations as to 1) need for hourly private duty nursing care 2) need for goals to ensure consumers health needs are met. Nurses provide ongoing monitoring of health goals and advise direct care staff accordingly.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assist/support at Medicaiton Reviews	35%	per week	
2	respond to medicaition related inquiries	8%	per week	
3	Complete nursing assesments	10%	per week	
4	Monitor nursing goals	30%	per week	
5	Link/Coordinate medication only consumers	10%	per week	
6	Link/Coordinate medically compromised consumers	12%	per week	
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

see attached. Attached documentation for one year only. Work load has remained relatively constant and could be muliplied by 3 in order to obtain statistical information over three year period.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Makes judgements in the field as to consumers medical condition and needs. Must make medical assessments and diagnoses and provide appropriate interventions. Assesses and responds to health and safety at risk factors.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
medication review quality control	increased procedural errors/delays; liability
monitoring of consumer health needs	Consumer health needs not being met; liability
linking/monitoring of medically involved consumers	Non-medical staff would cover cases; liability

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Community Living Support Providers	Training/monitoring of staff	daily
Nursing providers	Monitoring service provision	1-3x monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

VDPS works with many medically compromised consumers. These consumers have medical procedures and equipment needed to sustain life. Consumers with mental retardation need lay staff to provide care and supervision. Without nurses to assess and train staff on health needs, they would be at risk.

VOCATIONAL & DAY PROGRAM SERVICES

STEVE SMITH PROGRAM SUPERVISOR

Mariana Wall
T-III

Virginia Mussey
T-III

Linda Muri
T-III

Crystal Bouissi, SC II
Shella Canady, SC II
Don Helinski, T-II, Intake Coordinator

Dr. N. B. Murthi, Psychiatrist
Dr. M. Pezhman, Psychiatrist

Rebecca Perry, T/C III
Pat Hoenscheid, A/C III
Maribeth Jezak, A/C I/II
Tiffany Muczynski, A/C I/II

Support Coordinators:

Brian Bunte, SC II
Janet Folkins, SC II
Carol Knight, SC II
Linda Lezotte, SC II
Anna McKinney, SC II
Connie Peltier, SC II
Julio Peretti, SC II

Melissa Brown, SC II (Contract)

Sharon Smith, RN
Vacant, RN

Support Coordinators:

Pam Michielutti, SC II, DD Voc Specialist

Lisa Bonscour, SC II
Peggy Brieske, SC II
Amy Kenzie, SC II
Kathy Lancaster, SC II
Jessica Konkolesky, SC II
Vacant - SC II

Natasha Webster, SC II (Contract)
Bridget Zabawa, SC II (Contract)

Ellen Kent, (Supports Coordinator Asst.)

Supports Coordinators

Tammy Kerchhof, Adult Respite Coord

Lin Day, SC II
Tom Duncan, SC II
Rhonda Gardner, SC II
Karen Gibson, SC II
Elizabeth Vutci, SC II

Mildred Thaxtons 8AL Summary

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
4/2005	65.08	4/2005	752	3.00
		4/2005	753	8.00
		4/2005	771	42.92
		4/2005	808	1.00
		4/2005	810	1.00
		4/2005	911	5.67
		4/2005	7037	2.83
		4/2005	7070	0.67

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
5/2005	59.58	5/2005	718	0.33
		5/2005	752	1.00
		5/2005	753	4.00
		5/2005	771	48.08
		5/2005	810	2.00
		5/2005	911	0.67
		5/2005	7036	1.00
		5/2005	7037	0.50
		5/2005	7070	2.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
6/2005	49.42	6/2005	753	8.58
		6/2005	771	38.75
		6/2005	808	1.25
		6/2005	911	0.33
		6/2005	7036	0.50

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
7/2005	24.17	7/2005	752	0.50
		7/2005	753	4.42
		7/2005	771	13.00
		7/2005	911	3.50
		7/2005	1355	1.25
		7/2005	7037	1.50

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
8/2005	48.58	8/2005	752	0.50
		8/2005	753	4.00
		8/2005	771	34.67
		8/2005	808	1.08
		8/2005	810	0.75
		8/2005	911	5.58
		8/2005	7036	0.50
		8/2005	7037	0.50
		8/2005	7070	1.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
9/2005	41.17	9/2005	752	0.58
		9/2005	753	4.08
		9/2005	771	30.92
		9/2005	808	0.50
		9/2005	810	1.50
		9/2005	911	2.25

9/2005	7036	0.75
9/2005	7070	0.58

<u>Month/Year</u>	<u>Total Time</u>
10/2005	70.58

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
10/2005	752	1.00
10/2005	753	4.33
10/2005	771	52.25
10/2005	808	3.50
10/2005	810	1.50
10/2005	911	2.42
10/2005	7036	0.50
10/2005	7037	2.00
10/2005	7070	3.08

<u>Month/Year</u>	<u>Total Time</u>
11/2005	27.25

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
11/2005	753	4.17
11/2005	771	20.33
11/2005	808	0.50
11/2005	7037	2.25

<u>Month/Year</u>	<u>Total Time</u>
12/2005	14.75

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
12/2005	752	0.50
12/2005	753	4.50
12/2005	771	5.25
12/2005	911	2.50
12/2005	7037	2.00

<u>Month/Year</u>	<u>Total Time</u>
1/2006	52.25

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
1/2006	752	1.50
1/2006	753	3.58
1/2006	771	43.25
1/2006	1173	1.25
1/2006	7036	0.25
1/2006	7037	2.42

<u>Month/Year</u>	<u>Total Time</u>
2/2006	44.58

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
2/2006	752	1.33
2/2006	753	3.25
2/2006	771	34.58
2/2006	808	1.25
2/2006	911	4.17

<u>Month/Year</u>	<u>Total Time</u>
3/2006	55.83

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
3/2006	752	1.42
3/2006	753	3.67
3/2006	771	40.92
3/2006	808	1.00
3/2006	911	4.92
3/2006	7037	3.92

<u>Month/Year</u>	<u>Total Time</u>
4/2006	30.92

<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
4/2006	742	2.75
4/2006	752	0.50
4/2006	753	5.67
4/2006	771	10.42

03/24/2008

4/2006	810	1.25
4/2006	811	6.33
4/2006	7036	1.00
4/2006	7037	0.75
4/2006	7069	1.75
4/2006	7070	0.50

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
5/2006	21.42	5/2006	711	1.08
		5/2006	742	7.75
		5/2006	752	0.33
		5/2006	753	3.83
		5/2006	771	1.25
		5/2006	808	0.50
		5/2006	810	0.50
		5/2006	911	3.58
		5/2006	7027	0.58
		5/2006	7037	2.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
6/2006	34.08	6/2006	742	12.58
		6/2006	752	5.92
		6/2006	771	0.42
		6/2006	911	5.75
		6/2006	971	0.75
		6/2006	7026	0.17
		6/2006	7027	3.17
		6/2006	7036	1.50
		6/2006	7037	2.83
		6/2006	7069	1.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
7/2006	44.33	7/2006	742	24.33
		7/2006	752	3.83
		7/2006	771	1.00
		7/2006	911	8.00
		7/2006	7027	3.08
		7/2006	7069	4.08

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
8/2006	44.00	8/2006	742	14.42
		8/2006	752	2.25
		8/2006	911	13.50
		8/2006	971	1.75
		8/2006	980	0.67
		8/2006	7026	3.25
		8/2006	7027	3.08
		8/2006	7037	5.08

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
9/2006	80.00	9/2006	711	2.50
		9/2006	742	21.67
		9/2006	752	7.25
		9/2006	753	2.50
		9/2006	771	2.17
		9/2006	806	1.25
		9/2006	808	2.50
		9/2006	911	16.08

9/2006	971	1.58
9/2006	978	2.50
9/2006	989	0.75
9/2006	7027	13.00
9/2006	7032	0.75
9/2006	7036	3.00
9/2006	7037	1.17
9/2006	7070	1.33

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
10/2006	28.42	10/2006		13.08
		10/2006	90801	2.50
		10/2006	90862	12.83

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
11/2006	37.00	11/2006		16.67
		11/2006	90772	2.50
		11/2006	90862	17.33
		11/2006	96101	0.50

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
12/2006	45.75	12/2006		24.17
		12/2006	90862	21.58

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
1/2007	44.83	1/2007		26.33
		1/2007	90772	0.50
		1/2007	90862	17.00
		1/2007	96101	1.00

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
2/2007	36.17	2/2007		21.83
		2/2007	90862	14.33

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
3/2007	26.50	3/2007		15.42
		3/2007	90801	0.25
		3/2007	90862	10.83

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
4/2007	43.00	4/2007		28.83
		4/2007	90862	14.17

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
5/2007	40.05	5/2007		24.30
		5/2007	90862	15.75

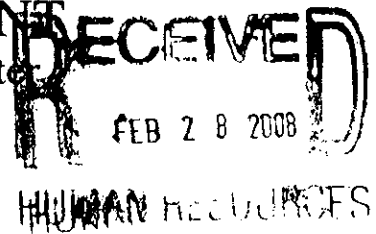
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
6/2007	39.00	6/2007		19.17
		6/2007	90801	0.50
		6/2007	90862	19.33

<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
7/2007	35.75	7/2007		17.17
		7/2007	90801	0.50
		7/2007	90862	18.08
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
8/2007	35.60	8/2007		16.43
		8/2007	90862	19.17
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
9/2007	28.00	9/2007		17.33
		9/2007	90862	10.67
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
10/2007	32.83	10/2007		16.17
		10/2007	90801	1.67
		10/2007	90862	15.00
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
11/2007	24.28	11/2007		14.70
		11/2007	90862	9.58
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
12/2007	28.17	12/2007		15.17
		12/2007	90862	13.00
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
1/2008	36.67	1/2008		23.08
		1/2008	90801	2.50
		1/2008	90862	11.08
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
2/2008	33.00	2/2008		19.58
		2/2008	90862	13.42
<u>Month/Year</u>	<u>Total Time</u>	<u>Month/Year</u>	<u>Code</u>	<u>Total Time</u>
3/2008	8.17	3/2008		3.75
		3/2008	90801	0.92
		3/2008	90862	3.50



HEALTH DEPARTMENT
Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth



Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

February 27, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
ACCOUNT CLERK I/II POSITION
DENTAL PROGRAM

The Macomb County Health Department requests approval to fill the above captioned position. The retirement of Ms. Virginia Labby on February 22, 2008 creates this vacancy.

The employee in this classification, under direct supervision of an assigned supervisor, performs basic to moderately difficult routine clerical and accounting duties according to standardized practices and procedures as well as the preparation of receipts and billings, posting transactions, filing, answering the phone and booking appointments.

In order to maintain quality of service in the Dental Program for the citizens of Macomb County, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: M. Parent
M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Phillis DeSacle - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Virginia Labby SOCIAL SECURITY # [REDACTED]

ADDRESS 35214 Lana Lane Sterling Hgts, MI 48312

DEPARTMENT Health

CLASSIFICATION Account Clerk I/II

TERMINATION DATE February 22, 2008

DATE OF HIRE January 31, 2000

REASON FOR LEAVING: () LAY OFF (✓) RETIREMENT
() DISCHARGE () NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (✓) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (✓) YES () NO

I (✓) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Virginia L. Labby DATE 01/31/08

INTERVIEWER'S SIGNATURE _____ DATE _____

APR 22 2008

Classification Title and Department: Account Clerk II – Health Department

Division/Program Assignment: Family Health Services – Dental Program

Describe how this position is funded:

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Account Clerk II provides customer service to Macomb County residents as a team member of the dental staff. The Account Clerk II is the first and last person to speak to all Dental Clinic clients. She registers them and cashiers them at the end of their service time. Principal telephone responder.

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The mission of the Macomb County Dental Clinic is to improve, promote, educate and provide basic preventative and restorative dental services for Macomb County residents who are on low income or have Medicaid insurance. This position is key in providing a positive and informative environment for residents to seek dental referrals and services for dental health. This position interacts with the dental staff and is an integral part of the team.

Describe how the classification fits into the context of the department or program area.

Revised 3/10/08

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The Account Clerk II greets the clients on the phone or at the counter. She will attempt to assess their concerns answer what she can and mail an application or refer client elsewhere according to their needs. Patients scheduled for the day are registered and cashiered at the end of the service. In between calls and data entering; mailings, supply ordering, etc needs to be done. The person in this position works under a high stress level often trying to comfort needy patients and diffuse angry callers and walk-in clients.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Answers multiple telephone lines, schedules appointments.	100%	daily	
2	Enters dental services, collects fees from clients, posts payments.		daily	
3	Balances, reconciles daily and weekly money reports.		Daily, weekly	
4	Prepares weekly deposit for the dental program.		weekly	
5	Types all purchase requisitions for the dental program.	.5	daily	
6	Orders office supplies when needed.	.5	daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The clinic provided services to 2000 plus clients for each of the past three years. 06-07 2,447; 05-06 2371; 04-05 2105. The last few years of State and County economics has created an increasing demand for dental services. Our Dental Clinic as well as private dental clinics are finding it difficult to meet the demand. The burden on our limited staff is increasing. The Account Clerk II is the initial contact person at the clinic. She is responsible for handling multiple line calls, making appointments, registering and cashiering clients.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Once trained the Account Clerk II works with the rest of the team in moving the client through the program in a courteous and professional manner. Understanding the financial and healthcare concerns of the clients and demonstrating understanding and sensitivity are requirements of the job that can be very stressful. Once oriented the person requires on occasional supervision team collaboration resolves most concerns.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
The Dental program efficiency is impacted, with the lack of a permanent person with dental program experience and terminology	Requires increased client assessment time and additional team time to answer questions and follow-up on clients.
Temporary fill-ins, though helpful, create a gap in their own primary work area.	Reduces client services in a second area.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Head Start Program	Scheduling eligible clients, special clinics to assist with their program compliance	As scheduled
Private Sector Dental Programs	Networking and Referral exchange	As scheduled
Group Homes	Special Needs Clients	As scheduled

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The more efficiently we see clients, the more clients we see. The result is an increase in client services, which can result in an increase of revenue (Medical).

MACOMBE COUNTY HEALTH DEPARTMENT
DIRECTOR / HEALTH OFFICER

DEPUTY HEALTH OFFICER
(1)

FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

SECRETARY
(2)

PUBLIC HEALTH SERVICES COORDINATOR
FAMILY HEALTH CLINICS
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH
FAMILY HEALTH CLINICS
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH
FAMILY HEALTH CLINICS
(1)

PUBLIC HEALTH SERVICES COORDINATOR
(1)

DENTAL CLINIC
DENTAL HYGIENIST
(1) P/T - 0.5
DENTAL ASSISTANT II
(1)
DENTAL ASSISTANT SENIOR
(1)
ACCOUNT CLERK I
(1)
DENTISTS
(2) P/T - 0.5

COPY



JUVENILE JUSTICE CENTER

400 N. Rose St.
Mount Clemens, Michigan 48043
586-469-5375 FAX 586-469-0815

RECEIVED
APR - 7 2008
HUMAN RESOURCES

April 4, 2008

Eric Herppich
Human Resources
10 N. Main
Mt. Clemens, MI 48043

**Re: Coordinator of Security Vacancy
Letter of Justification**

Dear Eric:

The Coordinator of Security position at the JJC is an essential position providing oversight and direct supervision of security related equipment and activities. Security takes the lead role in the operational readiness of the Digital Video Recording devices, air samplers, door locks (electrical and key operated) Fire Control alarms, and closed circuit televisions. Each of these systems are very complicated and requires outsourced servicing. Having a single point of contact that can attend to these issues allows for County informed supervision of the maintenance contracts and service calls.

The Coordinator of Security also is responsible for the supervision of vendors inside of the building. All vendors without Macomb County Jail security clearance must be under constant supervision if their work will take place around youth. During the construction phase this position can not keep up with this aspect of the position.

The position also is the lead authority on disaster drills including the state requirements of monthly evacuation fire drills on each shift.

As the Coordinator of Security deals with the physical plant, the position also is the primary contact for F&O employee's working at the JJC. The Coordinator reviews and recommends all work orders and inspects the work upon completion if the work provided relates to a security function.

Sincerely,


Charles Seidelman, Director

CS/db

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MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Theodore Stabley SOCIAL SECURITY # [REDACTED]

ADDRESS 26399 Oakland Roseville, MI 48066

DEPARTMENT JJC

CLASSIFICATION Coordinator of Security

TERMINATION DATE January 11, 2008

DATE OF HIRE March 12, 1984

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Ready To ENJOY MY LIFE.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?

() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (X) NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Theodore L. Stabley DATE 12-7-07.

INTERVIEWER'S SIGNATURE Wendy D. [Signature] DATE 12/7/07

REC'D
APR - 7 2008
HUMAN SERVICES

Describe how this position is funded:

<u> </u> % County	<u> </u> % Grant	<u> </u> % Other
-------------------------------	------------------------------	------------------------------

Security provides a single point of responsibility over the physical plant and operations to help the JJC fulfill the mission of a safe and secure juvenile placement.

Provides an on-going overview of security preparedness including security hardware, doors, cameras, DVR's, keys, locks and handcuff shackles. Responsible for fire control mechanical operations, drills and risk management. Provides interface between JJC and Facilities and Operations regarding work orders.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Asst. Director	
Same Classification Within Department or Program	N/A	
Other Classifications Reporting to this Immediate Supervisor	N/A	
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

- 1) Continue safe operations during construction.
- 2) Observe vendors in the building with necessary tools, without interrupting operations.
- 3) Supervise the orderly release of all juvenile and staff during monthly evacuation procedures (i.e., tornado drills, fire drills).

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Perform daily rounds to inspect building & staff for security preparedness.	25	Daily	
2	Provides point of contact for contractors related to security & fire control	20	Daily	
3	Review building maintenance and prepare work orders for F & O.	15	Daily	
4	Maintain inventory of equipment i.e., restraints, radios, keys & locks.	10	Daily	
5	Plan and coordinate all emergency procedures for JJC.	10	Weekly	
6	Provide orientation and consult with staff on security matters.	10	Weekly	
7	Coordinate & assist staff on building wide searches for Contraband.	5	Weekly	
8	Review video footage to investigate incidents & write reports.	5	Weekly	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

- Provide security orientation and issue keys to 76 JJC employees.
- Oversee more than 100 fire drills
- Maintain and review status of over 200 locked doors.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Call in vendors to make emergency repairs to critical electronics and or building.
Provide orientation and training to new employees and issue keys after employee has proven themself.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Transfer off all job duties to Asst. Directors	OT - 8 hrs
Lost of security oversight.	Escapes.

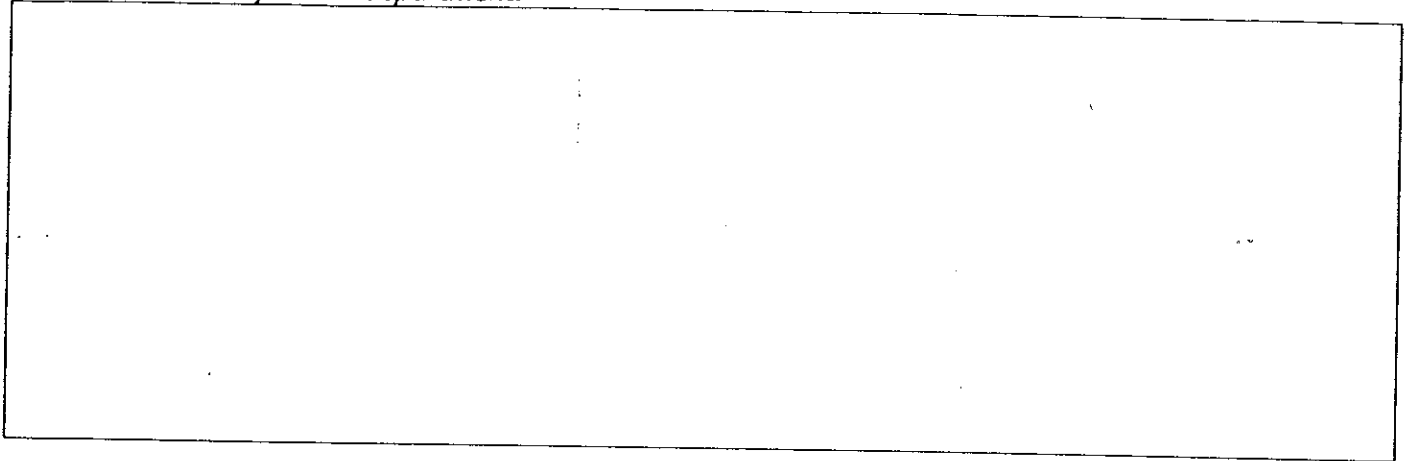
Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
F & O	Work Orders	Daily
Radio Shop	Repair	Weekly
Security Corp.	DVR's, Cameras	Weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

A large, empty rectangular box with a thin black border, intended for providing additional information about the position and its business necessity.

MACOMB COUNTY JUVENILE JUSTICE CENTER
CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Coordinator of Security

F.L.S.A. STATUS: Non-exempt

DEPARTMENT: Juvenile Justice Center

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of the Director, plans, directs, supervises and assists in carrying out all security measures in the Juvenile Justice Center (JJC), coordinates and assists in the safe transfer of residents to and from the Juvenile Justice Center; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Plans and coordinates all security measures for the Juvenile Justice Center.
- Plans, coordinates and assists in the controlled transfer of residents to and from the JJC.
- Plans and coordinates emergency procedures regarding bomb threats, fire and natural disasters for the JJC.
- Perform daily rounds to inspect building & staff for security preparedness.
- Provides point of contact for contractors related to security & fire control.
- Review building maintenance and prepare work orders for F & O.
- Maintain inventory of equipment (i.e., restraints, radios, keys & locks).
- Plan and coordinate all emergency procedures for JJC.
- Provide orientation and consult with staff on security matters.
- Coordinate and assist staff on building wide searches for contraband.
- Review video footage to investigate incidents and write reports.
- Provide security orientation for new staff and involved in decision to issue key.

ADDITIONAL FUNCTIONS:

- Compiles and prepares regular and special reports regarding current state of security for the JJC.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma.
- A minimum of five (5) years of safety and/or security experience.
- Successful completion of the probationary period for the position of Coordinator of Security.
- Be physically able to perform the essential function of the position, with or without reasonable accommodation.
- The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job may be considered.

ADDITIONAL QUALIFICATIONS:

- Ability to recognize security needs and plan procedural solutions.
- Knowledge of court procedures for resident transfer to and from hearings.
- Knowledge of planning and directing security measures.
- Ability to maintain accurate records.
- Ability to direct and organize the work of others.
- Effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships with co-workers, residents, and the public.
- Ability to conduct oneself with tact and courtesy.

PERSONNEL-LABOR RELATIONS APPROVAL:

NAME:

TITLE:



SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6
Clinton Township, Michigan 48036-1028
586-469-6313 Fax 586-469-5578
macombcountymi.gov/seniorservices

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APR 09 2008
HUMAN RESOURCES

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

TO: Eric Herppich, Interim-Director
Human Resources

FROM: Angela J. Willis, Director *AW*
Department of Senior Citizen Services

DATE: April 8, 2008

SUBJECT: Confirmation to post Paralegal Position

On December 28, 2007, Incoronada Delfuoco retired from her position as Paralegal in the Senior Citizen Services Legal Assistance Program. Pursuant to Full Board resolution of December 13, 2007 all County positions must remain vacant for a period of 20 weeks. The Paralegal position shall be vacant 20 weeks by the time this request is reviewed by Full Board. As such, I am requesting Personnel place this item before the Ad Hoc Committee to confirm my request to post.

The Paralegal position is a vital role in the Legal Assistance Program. The Paralegal is the first contact with seniors who call or come into the office. There are currently two attorneys and one Clerk Typist IV in the Legal Assistance Program handling the day-to-day operations. Further delay in filling the position of Paralegal would cause a hardship on the legal services provided to the seniors of Macomb County.

Attached is the completed Vacant Budgeted Position form as well as the Position Analysis Questionnaire.

Thank you for your anticipated cooperation.

Cc: Shirley Cushing, Attorney – Legal Assistance Program

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Kathy Tocco - District 20

Betty Stinde - District 22
Sarah Roberts - District 24
Kathy D. Voaburg - District 25
Leon Drolet - District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Incoronada Delfuoco SOCIAL SECURITY # xxx-xx-0551

ADDRESS 20825 Sleepy Hollow Road Macomb, MI 48044

DEPARTMENT Senior Citizens Services

CLASSIFICATION Paralegal

TERMINATION DATE December 28, 2007

DATE OF HIRE June 3, 1991

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT

() DISCHARGE (X) NORMAL

() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

RECEIVED
NOV 14 2007
HR - RETIREMENT

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Incoronada Del Fuoco DATE _____

INTERVIEWER'S SIGNATURE Wendy Steben DATE 11/13/07

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APR 09 2008
HUMAN RESOURCES

Incoronada Deifucc

Classification Title and Department: Senior Services

Division/Program Assignment: Legal Assistance Program

I

The Legal Assistance Program provides legal assistance, without charge, to the senior citizens of Macomb County focusing on the most socially and economically in need. The assistance includes advice and counsel, review and preparation of documents and representation in court and administrative agencies. The Legal Assistance Program is placed within the Department of Senior Services to provide assistance to the senior citizens of Macomb County.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Managing Attorney	1
Same Classification Within Department or Program	NONE	0
Other Classifications Reporting to this Immediate Supervisor	Staff Attorney (1) Legal Secretary (1)	2
Classifications Directly Supervised by this Classification (if applicable)	NONE	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

None

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The typical work situation involves obtaining pertinent information from senior clients who are vulnerable and in stressful circumstances.

This requires a trained, skillful listener who can obtain and relate information while being compassionate and understanding in a professional manner;

Legal educational/background to analyze facts to determine legal issue; and

Ability to surface relevant facts by directed questioning.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Interview clients in office and on the telephone	40	Daily	
2	Question and determine facts of legal problem	20	Daily	
3	Research and preparation of memoranda	6	Daily	
4	Organize Files and client logs	7	Daily	
5	Maintain statistical data base and maintain office confidential files	7	Daily	
6	Coordination of pro bono referrals as directed	5	Weekly	
7	Convey information to clients as directed by attorney	10	Daily	
8	Prepare and mail legal information packets for client education	5	Daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The Legal Assistance Program functions as a team and provides monthly reports to the Department of Senior Citizen Services and Quarterly reports to the funding sources. The reports integrate the work of a 4 person office. Enclosed are year-end statistics of clients served for 2005, 2006 and 2007.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Legal Assistant/Paralegal is prohibited from the practice of law under the Michigan Bar Rules of Professional Conduct. Thus, a Legal Assistant's work must always be supervised by a licensed attorney who is responsible for all work done by this legal Assistant/Paralegal and to ensure his/her conduct is compatible with the professional obligations of the lawyer-supervisor.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Reduction number of Clients Served	An office without a Legal Assistant forces the
Reduction of Client telephone calls	attorneys to do paralegal work rather than using
Reduction of satellite office services	attorney skills and resources as lawyers.
Reduction of community presentations	Senior Legal Education presentations will be limited
	Also, the secretarial work time is affected.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Senior Citizens who rely on this County legal service	Interview to assist w/legal problems	Daily
County Agencies	Referrals for specific surfaced needs	Daily
State & Federal Agencies	Obtain information on behalf of clients	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The position of Legal Assistant/Paralegal in the Legal Assistance Program is of such importance to the two attorneys for support that all legal work will diminish because of the ever increasing senior population's demands. The program's growth testifies to the value of 4 persons and assuredly will diminish if this position remains unfilled due to the constant demand for attorney time.

2008

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Senior Citizens Committee

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Director

Karen D. Bisdorf
Assistant Director

Senior Secretary
Dana Lazachko

Clerk Typist IV
Robin Auten

Council on Aging

Vickie Liskow
Mary Mburica

Center Mgr.
Kathy Cicci

Prog. Developer
Cathy Wilson

22 Volunteers

Title V Prog. AAA 1-B Employees
4 PT Aides at Senior Center
3 PT Aides in Adult Day Care

Pres. Drug Clerk (PT)
(Senior Pres. Drug Plan)
Amber Pinago

Pres. Drug Clerk
(PRN Program)
Colleen Burns

Disability Specialist
Kathy Savinsky

Counselor III
Roberta Knapp

Info. & Ref. Spec.
Sue Meyers

Adult Day Service Program
Program Supervisor
Kathryn Ann W. Kozlinski

Legal Assist. Prog.
Managing Attorney,
Shirley A. Cushing, Atty.

Program Coordinator
Sylvia McNabney

Program Secretary
Joy Roark-Dumire

Activities Coord.
Michelle Thies

Activity Coord.
Maria Sokora

Program Assistant
Linda Wilenski

Program Aides-PT
Peggy Eddy,
Terry Kramer,
Jane Gillespie,
Antonette O'Neill

Program Aides-PT
Darlene Preston,
Lora Pomaville,
Darlene Preston

Student Volunteers

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Student Volunteers

Program Aides-PT
Darlene Preston,
Lora Pomaville,
Darlene Preston

Student Volunteers

****Senior Citizen Services Committee 2008**
Commissioner Paul Gielegheem, Chairman
Commissioner Sue Rocca, Vice Chair
Commissioner Jonathan Switalski
Commissioner Betty Slinde
Commissioner Don Brown
Commissioner Kathy Tocco
Commissioner Susan Doherty
Commissioner Philis DeSaele
Commissioner Ed Bruley
Commissioner William A. Crouchman (ex-officio)

* Vacant Position

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HUMAN RESOURCES

Describe how this position is funded:	<u>100 %</u>	<u>%</u>	<u>%</u>
	County	Grant	Other

Assist the public with concealed weapon permits, handgun registration, finger printing, accident reports, incident reports, proof of incarceration, freedom of information requests, incoming mail, warrant processing, court ordered fingerprints, jail incident reports and record checks on persons for various reasons.

The records office services the public with most things related to the Sheriff's Office, from the time an inmate is released to the deputy taking an accident or incident report on the road. The Record's Office is the depository for all the inmate files, road reports, CCW applicants, firearms permits, traffic violations, and various court paperwork.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Bette Grove, Clerical Supervisor	1
Same Classification Within Department or Program	Computer Maintenance Clerk	9
Other Classifications Reporting to this Immediate Supervisor	Telephone oper., cashier II, Account Clerk I / II	15
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Reading law enforcement information network information and deciphering if someone is eligible for purchasing a handgun. Deciding what can and cannot be released on a freedom of information request. Dealing with individuals that have just been released from jail.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Inmate releases	5	daily	
2	Court papers & Prosecutor authorizations	15	daily	
3	warrant entry	15	daily	upon receipt
4	concealed weapon permits and fingerprinting	20	daily	
5	traffic violations	10	daily	3 days
6	freedom of information requests and incoming mail	10	daily	5 days
7	handgun purchases and safety inspections	10	daily	10 days
8	data entry - scanning incidents, accidents, etc.	15	daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Fingerprints 2005= 5,094 2006=3,717 2007=2,671
 foia requests 2005= 736 2006=795 2007=937
 purchase permits/gun registration 2005=4,789 2006=5,223 2007=5,444
 incident/accident reports 2005=106,031 2006=109,350 2007= 108,323
 ccw applicants 2005=4,594 2006 = 3,049 2007 = 2,323
 traffic citations entered and scanned 2005= 5,277 2006= 4,481 2007= 6964
 money collected for services 2005=\$48,250 2006=\$47,890 2007=\$55,317

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Issuing handgun purchase permits to citizens, releasing sensitive information regarding incident reports, expunging records, decipher record check information for CCW applicants answer phone calls from citizens and releasing information the under freedom of information act.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Warrants won't get entered in a timely fashion	felons could be on the loose
Citizens would not receive proper service	citizen dissatisfaction
Overtime would be created	over extended staff would be rushed errors occur
Recruiters - armed forces	record checks will go unanswered
Road patrol and admin staff	accuracy will be challenged
Insurance companies	mail won't be processed

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Citizens and insurance carriers	accident and incident reports	daily
district/circuit court and prosecutors	arrest and prosecution paper work	daily
CCW holders / gun purchases	fingerprints and record checks	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The record's staff has personal contact in all areas of the department dealing with citizens, administration, road patrol, jail staff, detectives, shift commanders court personnel, the prosecutors office, other police agencies, district court personnel, circuit court personnel and inmates.

Replacement QuestionnaireMacomb County
Position Analysis QuestionnaireRECEIVED
MAR 1 2008
HUMAN RESOURCESAdd H
Comm
to
Eval
Rec'd
of
Person
Op'n'sEmployee Name: Linda BaadeClassification Title and Department: Typist Clerk I - Veterans ServicesDivision/Program Assignment: Macomb County EmploymentDescribe how this position is funded: 100% % %
County Grant Other**Classification Purpose:***In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

Greets and signs in all walk-ins and scheduled appointments for the Director and Counselors. Schedules
appointments for Director and Counselors. Performs routine typing and clerical work to include memos,
letters, forms, envelopes and other correspondence. Files records. Answers phone and takes messages.
Operates office equipment such as personal computers, fax machine and copier.

Organization Information: *(Please attach a current organization chart)**Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The mission and role of the Department is to assist Veterans and their dependents with Financial Aid
Applications, Burial Benefits and Federal, State and County level benefits.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program	Typist Clerk	2
Other Classifications Reporting to this Immediate Supervisor	Secretary, Counselor, Counselor II	3
Classifications Directly Supervised by this Classification (If applicable)	N/A	N/A

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Director
Secretary
Counselors
The classification schedules the appointments for all of these positions as well as taking messages by phone and walk-ins. Schedules appointments for Volunteers.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Multi-tasking phones, walk-ins, data entry, typing, filing, scheduling appointments, signing in and
distributing organizational correspondence to Director and Counselors; faxing correspondence, copying
documents and performing various other clerical support duties.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Greet and sign-in appointments and walk-ins	30%	Daily	
2	Answer phones, data entry, filing correspondence and mail	30%	Daily	
3	Faxing, assigning files, copy and clerical duties	20%	Daily	
4	Scheduling appointments and other support duties	20%	Daily	
5				
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary).

Due to nonverifiable prior data I am unable to submit statistical data over a 3 year period. I only have accurate data for 2007 to give statistics on. Walk-in contacts average 25 per day, 6,000 annually;
Phone contacts average 30 calls per day, 7,200 annually (incoming and outgoing); copying documents (discharge papers, marriage license, death certificates, medical records, etc) 25,000 pieces annually.
Typing and entering data is performed on every veteran/spouse or dependent that comes into the office. This data is based on the workload of the typist clerk. This does not include the contacts, phone log or data entry of the Counselors, Director, Secretary or Organizational Volunteers (American Legion [AL] comes one day a week and the Veterans of Foreign Wars [VFW] comes in one day a week.)

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Answering general questions – examples: giving information on documents needed to file for burial
benefits, financial assistance and claims.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
A very devastating impact. This classification	75%
requires 2 (minimum) to succeed with a smooth	
operation to assist veterans and dependents	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Veteran – Doing business with County	Get necessary information to start a file in VetRex	Daily
Dependents – Doing business with County	Get necessary information to start a file in VetRex	Daily
Staff – In Veterans Services Department	Copies documents, enters data in VetRex and organizes daily scheduled contacts	Daily

Additional Information:

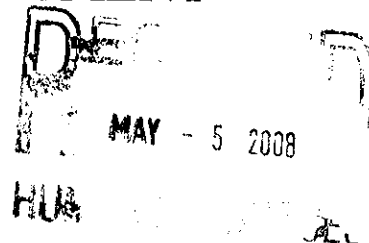
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The typist clerk coordinates and enters all information needed to enter data into VetRex and assign a
file to all veterans and their dependents; verifies their military eligibility to assist the Director and
Counselors with all of their daily scheduled appointments; and assist and advise them of the reason
for the appointment.



VETERANS SERVICES DEPARTMENT

21885 Dunham Road, Suite 3
Clinton Township, Michigan 48036
586-469-5315 FAX 586-469-5316
macombcountymi.gov/veterans



Dianne M. Russo
Acting Director

Veterans Services Commission

Michael G. Kinney
Chairman

Nikola Lapajenko
Vice Chairman

George Helm
Secretary

Pat Daniels
Member at Large

Marco Cuenca
Member at Large

Date: May 2, 2008
To: Eric Herppich, Director, Human Resources
From: Kermit E. Harris, Director, Veterans Services
Subject: Justification for Counselor II Position

I request consideration in filling a full time counselor position located in the Department of Veterans Services. This vacancy is caused by a short notice retirement action by the incumbent Dianne Russo. Her retirement is scheduled to take effect 30 May 2008.

There are only two counselors in the Department of Veteran Services and a loss of one will mean a 50% reduction of manpower in that area. In the month of April 2008 the Veterans Services counselors had 430 personal contacts with our veteran clients. Such a reduction would be catastrophic to our ability to service our customers.

This position is responsible for, among other things, assisting veterans and their dependants and survivors in obtaining benefits for service connected compensation, non-service pension, widows death pension and dependent indemnity compensation. It also files paperwork for state and county financial assistance, federal and county burial benefits, education, medical enrollment, aid and attendance/housebound and all benefit applications for veterans, their dependents and survivors on the federal state and county level. This position also advises and refers same on all benefit entitlements thru other federal, state and county agencies.

Again the inability to fill this position quickly will have an adverse effect on the operations of the Department of Veterans Services and our ability to provide services to the veterans of Macomb County.

KEH/tb

MACOMB BOARD OF COMMISSIONERS

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Macomb County Position Analysis Questionnaire

RECEIVED
MAY - 2 2008
HUMAN RESOURCES

Employee Name: RUSSO, DIANNE M.

Classification Title and Department: Counselor II/Veterans' Services

Division/Program Assignment: Macomb County Employment

Describe how this position is funded: 100 % % %
 County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

To assist veterans' and their dependents through the process of filing the necessary paperwork to obtain benefits for Service Connection Compensation, Non-Service Pension, Widow's Death Pension and Dependent Indemnity Compensation. Also files paperwork for State and County Financial Assistance, Federal and County Burial Benefits, Education, Medical Enrollment, Aid & Attendance/Housebound and all benefit applications for Veterans' and their Dependents on the Federal, State and County level. Advises and refers same on all benefit entitlements thru other Federal, State and County Agencies.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Mission and role of the Department is to assist Veterans' and their dependents with all benefit entitlements on the Federal, State and County levels. The Department provides, Financial Aid, Burial Benefits and all Federal Benefits to include service connected claim for disability, pensions with aid and attendance and or housebound assistance, education and training, vocational rehabilitation, home loan guaranty, va life insurance, burial and memorial benefits, reserve and national guard, military medals and records and benefits provided by other federal agencies.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program	Counselor	2
Other Classifications Reporting to this Immediate Supervisor	Secretary, Typist Clerk 1/11	3
Classifications Directly Supervised by this Classification (if applicable)	N/A	N/A

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Typist Clerks. The Counselors gives direction on paperwork and documentation needed to support their ability to obtain the specific benefits being applied for, scheduling the appointment with the veterans and or dependents, faxing correspondence, copying of documents, telephone messages, ordering of benefits pamphlets etc.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Multi-tasking, appointments, walk-ins, phone voice messages, establishing the documentation needed to support claims to include dealing with Doctors and other medical personel to obtain the medical statement to support disabilities being claimed by the veteran and or their dependents and assisting them in obtaining all the necessary paperwork, documentation and evidence needed to support their claims and/or applications for benefits and assisting them through the process of the Department of VA

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assisting Veterans' and dependents	40%	Daily	yes
2	Obtaining documents, medical & material evidence.	10%	Daily	yes
3	Filing applications with typing and entering data.	40%	Daily	yes
4	Scheduling appointments.	5%	Daily	Yes
5	Returning voice messages and answering phone calls	5%		
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Clientelle appointment average 50 to 70 per week currently divided between two (2) Counselors. Averging 3,500 annually.

Phone contacts average 15 to 20 per day per counselor averaging 9,000 annually. Copying, typing and entering data averaging 40,000 pieces annually.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Complete control over scheduling their own appointments and making all choices on planning and implementing their own workload.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
A totally devastating Impact. This position is	100%
the heart and soul of this office. The counselors	
are the ones in the office who have been	
trained in the Federal, State and County laws that	
pertain to assisting veterans' and their dependent	
in obtaining and securing their benefits.	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
State and local organizations.	Appointing them as Power of Attorney on	Daily
Macomb County Senior Services	Inter-Referrals of people needing assist	Daily
Detroit VARO and DVA Medical Center	Rerrals, Mutually exchanging information	daily

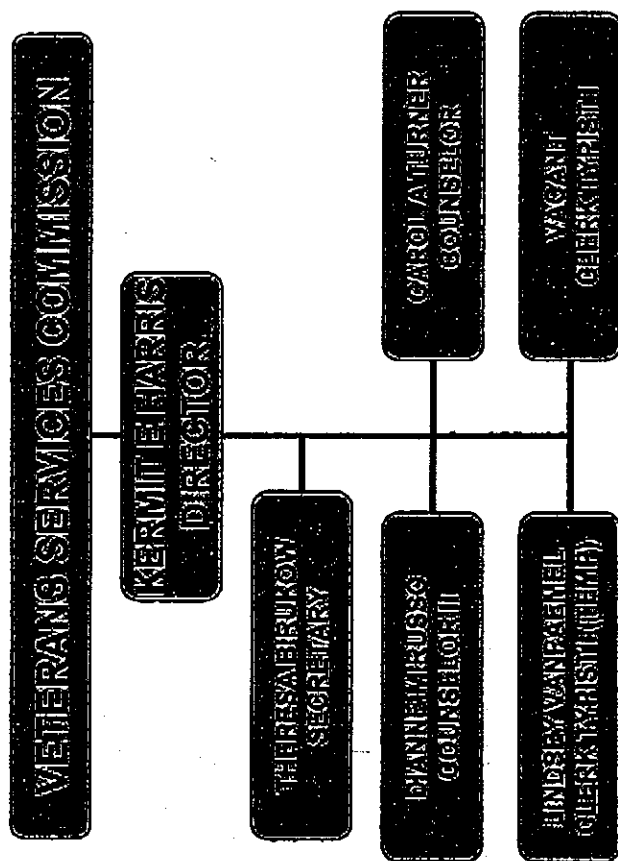
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

This position is the heart of this office due to the fact that the counselors are trained on the laws as well as the necessary knowledge needed to develop claims, fill out applications, respond to the VA correspondence, and on the process the the Department of Veterans' Affairs Regional Office and the

Department of Veterans Affairs and Health Care Benefits. Without quality and good quantity of employees this office would not be functional. All other positions in this office are a secondary support to this position.

VETERANS SERVICES OFFICE



MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Charles Ruh SOCIAL SECURITY # [REDACTED]

ADDRESS 32941 Whispering Lane Chesterfield Twp, MI 48047

DEPARTMENT Sheriff

CLASSIFICATION Deputy

TERMINATION DATE 4/7/08

DATE OF HIRE 2/21/96

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Charles Ruh DATE 04-04-08

INTERVIEWER'S SIGNATURE Mindy Fisher DATE 4/4/08

STATISTICAL SUMMARY OF AD HOC ACTIONS REGARDING VACANT PERSONNEL OPENINGS

AD HOC OF MARCH 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Computer Maintenance Clerk	County Clerk/ROD	1	1 (Post-poned)	
Typist Clerk III	Equalization	1		1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1 (Post-poned)	
Computer Maintenance Clerk	Health	1	1	
Division Director, Health Promotion/Disease	Health	1	1*	
Environmentalist II/III	Health	2	2	
Business Systems Analyst	IT	2	2	
TOTAL		9	8	1

AD HOC OF APRIL 3, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
General Counsel	Circuit Court	1	1*	
Case Manager II	Community Mental Health	1	1	
Computer Maintenance Clerk	County Clerk/ROD	2	2	
Custodian I/II	Facilities & Operations	3	2	1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1	
Data Entry Clerk	Friend of the Court	2	2	
Enforcement Investigator	Friend of the Court	1	1	
Public Health Nurse II	Health	1	1	
Personal Property Tax Collector	Treasurer	1	1	
Typist Clerk I/II	Veterans Services	1	1 (Post-poned)	
TOTAL		14	13	1

distributed
5-12-08

* 20 Week Hiring Waiver

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend approval of a Voluntary Data Sharing Agreement contract
_____ with Centers for Medicare Services (CMS)

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 05-12-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

Date: May 2, 2008
To: Eric Herppich, Acting Human Resources Director
From: Douglas Fouty, Program Director
Subject: Contract Proposal – Voluntary Data Sharing Agreement

This request is for the Board of Commissioners to approve a no cost agreement with the Centers for Medicare Services (CMS) and Macomb County which would match Medicare enrollment with County health care enrollment. CMS is the contractor approved by the Federal government to manage Medicare.

The Voluntary Data Sharing Agreement (VDSA) is a technical electronic data sharing program matching enrollment records to ensure both parties are properly coordinating payments of health care benefits for County employees, retirees, eligible spouse and dependents. On a quarterly basis, CMS will match our medical enrollment data to their Medicare enrollment data.

Currently, on a monthly basis we share prescription drug enrollment on retirees and dependents as part of the Medicare D program. On a biennial basis, we provide CMS health care information on employees over age 65 identified as the working aged. The loophole to be closed with VDSA will be on other participants in Macomb County health care who do not provide the County, or their medical provider with proper enrollment information. Macomb County Information Technology Department has completed a test file and is prepared to start working with CMS to implement the VDSA program.

The VDSA will also be an acceptable replacement for the monthly Medicare D prescription report and the biennial working aged report.

The review and consideration by the Board of Commissioners would be appreciated.

MACOMB COUNTY BOARD OF COMMISSIONERS

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Dana Camphous-Peterson
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Leonard Haggerty
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Kathy D. Vosburg - District 25
Leon Drolet - District 26

MACOMB COUNTY
HUMAN RESOURCES DEPARTMENT
10 N. MAIN STREET, 4TH FLOOR
MT. CLEMENS, MI 48043
(586) 469-5280

RECEIVED

DEC 12 2007

CORPORATION COUNSEL

RECEIVED
DEC 19 2007

CONTRACT/PROGRAM REVIEW REQUEST FORM

HUMAN RESOURCES

TO: George E. Brumbaugh, Jr. – Corporation Counsel
FROM: Doug Fouty, Program Director, Personnel Services
RE: Contract / Program Review

RECEIVED
DEC 13 2007

Risk Management & Safety

Contract/Program Title: Voluntary Data Sharing Agreement

Department: Human Resources

Contact Person:

Date Submitted:

Telephone Number:

DEC 18 2007

Status: (check appropriate box)

MACOMB COUNTY
FINANCE

☒ Initial

☐ Revision

☐ Extension

☐ Final

☐ Other

Other:

OFFICE OF CORPORATION COUNSEL

Approved

Dated

Rejected*

Dated

OFFICE OF RISK MANAGEMENT & SAFETY

Approved

Dated

Rejected*

Dated

FINANCE DEPARTMENT

Approved

Dated

Rejected*

Dated

Contract/Program Synopsis: This is the initial contract with the Medicare contractor – CMS. CMS and Macomb County will electronically exchange health care enrollment information on all County employees, retirees, spouses and dependents. The object of the program is to ensure health care costs are correctly charged to the appropriate agency. at the same time, the data exchange will comply with biennial working aged data exchange and the monthly Medicare D data exchange. This is a no cost contract.

*When rejected, attach explanation.

**MEDICARE SECONDARY PAYER
EMPLOYER VOLUNTARY DATA SHARING AGREEMENT**

This Voluntary Data Sharing Agreement (the "Agreement") for the exchange of health care coverage enrollment information is entered into between Macomb County and related entities as identified herein, a Michigan Corporation, with its principal address at 10 N. Main Street, 4th Floor, Mt. Clemens, MI 48043 (the "Employer") and the United States Department of Health and Human Services, acting by and through the Centers for Medicare & Medicaid Services ("CMS") (together, the "Parties") on this ____ day of _____, 20__ (the "Effective Date").

RECITALS

I. THE MEDICARE SECONDARY PAYER PROGRAM

The sections of the Social Security Act known as the Medicare Secondary Payer (MSP) provisions were originally enacted in the early 1980s. Since then, MSP law has been repeatedly amended by Congress and CMS has promulgated several sets of regulations concerning the MSP laws. The current MSP regulations, codified at 42 C.F.R. § 411.20 et seq., created a change in the administration of Medicare program secondary payer determinations. In certain cases the regulations have shifted primary payment responsibility from Medicare to another insurer. The term "MSP Laws" as used in this Agreement refers to the MSP provisions found at 42 U.S.C. § 1395y(b), as amended, excepting 42 U.S.C. § 1395y(b)(2)(A)(ii), and the regulations related to the statute, as amended and currently found at 42 C.F.R. § 411.20-.37, 411.100-.130, 411.160-.175, and 411.200-.206.

II. THE MEDICARE MODERNIZATION ACT AND VDSAs

The Medicare Prescription Drug, Improvement, and Modernization Act (the Medicare Modernization Act, or MMA) was enacted in 2003. Included in the MMA is a new prescription drug benefit, usually referred to as Medicare Part D. Under provisions found in § 1860D-2(a) (4) of the MMA, the Medicare Secondary Payer (MSP) rules have been incorporated in the MMA and apply to prescription drug coverage in the same manner as they apply to hospital and medical coverage. Part D establishes access through beneficiary enrollment in coverage provided by private sector Prescription Drug Plans (PDPs) and through beneficiary enrollment in Medicare Advantage plans that include a prescription drug benefit (MA-PDs). The MMA also contains a new retiree drug subsidy that is designed to encourage employers and unions to continue providing prescription drug coverage for their retirees. Under the new law, employers and unions that offer drug coverage that is as good as or better than Medicare's defined standard prescription drug benefit under Part D will be eligible for a retiree drug subsidy. Finally, the MMA introduces a requirement that PDPs and MA-PDs keep track of the TrOOP - "true out-of-pocket" spending - made by Part D beneficiaries.

Employers that enter into a Voluntary Data Sharing Agreement (VDSA) can use it to determine the Medicare program eligibility of individuals who are enrolled in health insurance plans that include prescription drug benefits authorized by the MMA. VDSA data exchange procedures can quickly clarify appropriate participation, coverage and payment responsibility determinations. Participation in a VDSA will also help the Employer assist in the accurate and timely calculation and tracking of beneficiary True Out-of-Pocket (TrOOP) spending. Finally, current regulations specifically authorize the use of a VDSA as an alternative method of providing retiree drug subsidy enrollment files to the Retiree Drug Subsidy (RDS) Contractor.

III. PURPOSE OF THIS AGREEMENT

The CMS and the Employer seek to more efficiently coordinate health care benefit payments between them in accordance with the MSP, MMA and other Medicare-related laws. The purpose of this Agreement is to establish and describe conditions under which the Employer and CMS agree to exchange health care coverage enrollment data. To comply with its obligation under 42 U.S.C. § 1395y(b)(5)(c) to prepare and submit data match questionnaires, the Employer agrees to provide CMS with specified data describing its covered individual population. CMS agrees to provide the Employer with Medicare entitlement data. Examples of the data to be exchanged are more specifically described in the Input and Response File Layouts, Attachments A through G. The process through which these data will be exchanged is described in TERMS AND CONDITIONS, Sections A through O, below. The Employer further agrees that a completed copy of Attachment M, the Employer VDSA Implementation Questionnaire, will accompany the copy (s) of this agreement delivered to CMS.

IV. VDSA USER GUIDE

A "VDSA User Guide" has been produced to accompany this Agreement. The VDSA User Guide is designed to accommodate the ordinary process changes and revisions that result from ongoing program operations. Current operational versions of the input and response data illustrated in the VDSA User Guide. Instructions for preparing a VDSA for signature are given in Section A of the VDSA User Guide.

V. DEFINITIONS

NOTE: These definitions are informational. While they accurately describe the terms being defined, they should not be construed as incorporating the force of regulation.

1. "Active Employee" shall mean an individual who satisfies the requirements of current employee status as explained at 42 C.F.R. § 411.104.
2. "Active Covered Individuals" are, for the purpose of this Agreement, defined as those Active Employees and their spouses and dependents who are enrolled in an employer Group Health Plan ("GHP") and who are, at a minimum, no younger than 55 years of age.

3. "Agent" shall mean an individual or entity authorized by the Employer to act on the Employer's behalf for purposes of administering this Agreement. For purposes of this Agreement, all actions undertaken by the agent in administering this Agreement on behalf of the Employer shall be binding on the Employer.
4. "Coordination of Benefits Agreement (COBA)" refers to the standardized agreements between the CMS and other health insurers, and Medicaid State Agencies and their fiscal agents, for the electronic exchange of eligibility and paid claims data used to coordinate correct health claim benefit payments by Medicare and other insurers. Employers that have signed a COBA with CMS have the option of reporting drug coverage information using either the VDSA process or the COBA process.
5. "Covered Individual" shall mean any individual enrolled in a health plan or policy, including but not limited to a group health plan or policy, for which the Employer or its Subsidiary acts as an employer, third party administrator, health plan sponsor or any combination thereof.
6. "Customer" shall mean any person or entity for whom, or for which, an Employer or one of its Subsidiaries (defined below) provides health care financing or third-party administrator ("TPA") services, including insured employer groups and self-insured groups.
7. "Employer" is defined in 42 C.F.R. § 411.101 for purposes of this Agreement.
8. "Group Health Plan (GHP)" is defined in 42 C.F.R. § 411.101 for purposes of this Agreement. Generally, a GHP is a health insurance benefit program made available to employees (and, often, their dependents) by an Employer.
9. "Inactive Covered Individuals" are, for the purpose of this Agreement, defined as any "Covered Individuals" - individuals enrolled in a health plan or policy, including but not limited to a group health plan or policy, for which the Employer or its Subsidiary acts as an insurer, third party administrator, health plan sponsor or any combination thereof - and who cannot be classified as Active Covered Individuals. See, generally, 42 C.F.R § 411.104.
10. "MSP Input File" is a data set transmitted from an Employer to CMS that consists of data elements pertaining to health care coverage information of the Employer's Active Covered Individuals.
11. "MSP Response File" is a data set transmitted from CMS to an Employer after the data supplied in the Employer's MSP Input File has been processed. The MSP Response File is the CMS reply to the data supplied or information sought in the MSP Input File.
12. "Non-MSP Input File" is a data set transmitted from an Employer to CMS that consists of data elements pertaining to health care coverage information of the Employer's Inactive Covered Individuals.

13. "Non-MSP Response File" is a data set transmitted from CMS to an Employer after the data supplied in the Employer's Non-MSP Input File has been processed. The Non-MSP Response File is the CMS reply to the data supplied or information sought in the Non-MSP Input File.
14. "Query Only HEW Input File" shall mean a Non-MSP File that does not contain information about drug coverage. This Non-MSP Query Only File will be submitted to CMS wrapped into a HIPAA-compliant 270 Format.
15. "Query Only HEW Response File" shall mean a Non-MSP Query Response File returned from CMS wrapped into a HIPAA-compliant 271 Format.
16. "Retiree" shall mean Qualifying Covered Retiree, a Part D eligible individual who is not enrolled in a Part D plan, and who is a participant (or the spouse or dependent of a participant) covered under employment-based retiree health coverage that is a "qualified retiree prescription drug plan" (a subsidy-eligible employer pharmacy benefit plan).
17. "Subsidiary" shall mean those subsidiaries and affiliate licensees of the Employer.
18. "TIN Reference File" is a data set transmitted from an Employer to CMS containing required Employer, group health plan, third party administrator, other plan sponsor and claims processor Tax Identification Number information.

TERMS AND CONDITIONS

In consideration of the mutual promises and representations set forth in this Agreement, the Parties agree as follows:

A. PREPARATORY PERIOD AND TEST PROCEDURES FOR COVERED INDIVIDUALS

Within ten (10) business days, or as soon as is practicable after the effective date of this Agreement, CMS, the CMS Coordination of Benefits (COB) contractor and the Employer will discuss the operational terms of the Agreement. Issue areas covered during this Preparatory Period shall include data requirements, file submissions, review of error codes, and other matters, as necessary. All parties will endeavor to resolve problems identified during Preparatory Period discussions within thirty (30) business days following the effective date of the Agreement.

The Employer acknowledges that the parties to this Agreement cannot proceed to full production file exchange until test file exchanges have been completed to the satisfaction of both CMS and the Employer. Prior to submitting its Initial MSP and Non-MSP Input Files, the Employer shall submit a Test Initial MSP Input File and a Test Initial Non-MSP Input File to CMS, receive a Test MSP Response File and a Test Non-MSP Response File in return, correct errors identified by CMS in the Test Initial MSP and Non-MSP Input Files, and add new

Enrollees in Test Ongoing MSP and Non-MSP Input Files. The Test process is described in detail in the User Guide.

After successfully completing the Test process, the Initial Input File shall be submitted in accordance with provisions in Sections C and D, below.

B. PRIMARY PAYER DETERMINATION FOR COVERED INDIVIDUALS

The Employer shall identify those Covered Individuals, as defined in Section V (Definitions) of this Agreement, in accordance with the process described in "C" and "D" below. In accordance with the process described in "C" below, CMS shall identify those Active Covered Individuals who are Medicare beneficiaries for whom Medicare assumes primary or secondary payment responsibility, based on coverage enrollment information received from the Employer. In accordance with the process described in "D" below, CMS shall identify those Inactive Covered Individuals for whom Medicare assumes primary payment responsibility.

C. CONTINUING ELECTRONIC DATA EXCHANGE FOR MEDICARE SECONDARY PAYER REPORTING

1. Within forty-five (45) days of the completion of the process described in Section A (the "Preparatory Period"), the Employer shall provide to CMS a file containing the data elements included in the record layout found at Attachment A, with respect to Active Covered Individuals ("MSP Input File"). The data provided by the Employer in this initial MSP Input File shall cover all the periods of coverage for the above-mentioned Active Covered Individuals from [insert date] through the last day of the month in which the MSP Input File ("MSP Input File Date") is submitted to CMS.

The Employer may opt to require its Pharmaceutical Benefit Manager (PBM) to submit files containing the prescription drug coverage of Active Covered Individuals, in a format provided by CMS for PBM use in data sharing. Using the VDSA Implementation Questionnaire found at Attachment M of this Agreement, the Employer shall indicate whether its PBM will submit prescription drug coverage of its Active Covered Individuals on the Employer's behalf.

2. On the same date as the Employer's MSP Input File submission (described in C.1, above), the Employer shall submit a File containing the data elements in the Attachment B record layout titled "TIN Reference File." This file contains required Employer, group health plan, third party administrator, other plan sponsor and claims processor TIN information. The Employer shall submit an updated TIN Reference File every quarter in which additional TIN records need to be added to the TIN Reference File or when corrections to previously submitted TIN records are required.

3. CMS shall search its Medicare enrollment files for the Active Covered Individuals identified on the Employer's MSP Input File. Where a match occurs and according to the MSP Laws the GHP is primary, CMS shall annotate its Medicare enrollment files to identify the GHP as a primary payer and Medicare as a secondary payer for the Active Covered Individuals.
4. Within forty-five (45) days of CMS's receipt of the Employer's MSP Input File, for individuals identified under the electronic match conducted pursuant to C.3. CMS shall provide to the Employer a file containing the data elements listed in Attachment C, labeled "MSP Response File."
5. By (i), the 15th day of the 2nd month following the end of the calendar quarter in which the MSP Input File is delivered to CMS, or (ii) within forty-five (45) days after the Employer's receipt from CMS of the MSP Response File for the preceding quarter, whichever is later (in either case the "MSP Update File Date"), the Employer shall provide CMS with an MSP Input File containing the data elements listed in Attachment A, effective through the last day of the month in which the MSP Input File ("MSP Update File Date") is submitted to CMS. This new submission of the MSP Input File will function as the MSP Update File.

The MSP Update File shall list (1) the Employer's new reported Active Covered Individuals who now, due to age or Active Employee status, meet the criteria for inclusion in the continuing electronic data exchange ("adds"); (2) previously reported Active Covered Individuals for whom the Employer has not yet received confirmation of Medicare entitlement via the previous CMS Response File ("adds"); (3) changes in status as an Active Employee or in GHP coverage for Covered Individuals identified in earlier submissions ("updates"); and (4) deletions of individuals who were erroneously included on earlier files ("deletes") but for which the employer subsequently received confirmation of Medicare entitlement via a CMS Response File. (Definitions of the terms "adds," "updates" and "deletes" can be found in the accompanying VDSA User Guide.) For individuals included as "adds" on an MSP Update File, CMS shall conduct the matching process set out in C.3., and provide Medicare entitlement data to the Employer on the matches as required by C.6.

6. Within forty-five (45) days of CMS's receipt of the MSP Update File, CMS shall provide the Employer with the MSP Response File for individuals identified under the electronic match conducted pursuant to C.3.

D. CONTINUING ELECTRONIC DATA EXCHANGE FOR NON-MEDICARE SECONDARY PAYER REPORTING

The Non-MSP File serves three purposes. First, for Inactive Covered Individuals as defined in Section V, the Employer shall use the Non-MSP File to report prescription drug coverage that is secondary to Medicare Part D coverage. Second, the Employer may use the

Non-MSP File to report the prescription drug coverage of retirees for whom the Employer is claiming the Part D employer subsidy.

Third, the CMS shall provide Medicare entitlement information to the Employer for all Covered Individuals (as defined in Section V) who are included in the Non-MSP File. The electronic data file submission processes described in Sections D.1. through D.4., below, shall be referred to as the Non-MSP File submission processes.

Employers will have the option of submitting Non-MSP Input Files in the record layout found at Attachment D, containing D, S and N records described below, and receiving Non MSP Response Files on a quarterly or monthly basis in the record layout found in Attachment E. Using the VDSA Implementation Questionnaire found at Section P, Attachment M of this Agreement, the Employer shall indicate whether it will submit Non-MSP Input Files on a quarterly or monthly basis. The User Guide that accompanies this Agreement contains the specific file submission protocols for each process described below.

1. Continuing electronic reporting of prescription drug coverage that is secondary to Medicare Part D: D Records.

If an Employer is providing coverage for a Medicare beneficiary who is classified as an Inactive Covered Individual, and the Employer is not claiming the Part D subsidy for that individual, on a quarterly/monthly basis the Employer shall submit this beneficiary information to CMS as a D record in a Non-MSP Input File in the record layout found in Attachment D. When a match is found, the coverage information will be applied to CMS's systems and used for prescription drug coordination of benefits. Within forty-five (45)/fifteen (15) days of CMS's receipt of the Non-MSP Covered Individual Input File, CMS shall provide the Employer with Medicare entitlement data regarding individuals identified through the electronic data match. CMS shall provide these data to the Employer in a file containing the data elements listed in the record layout prescribed in Attachment E, labeled Non-MSP Response File. In cases when a match does not occur (that is, Part D enrollment is not confirmed), the information contained on the Non-MSP Input File record will be sent back to the Employer using the same Non-MSP Response File layout, without Medicare entitlement information.

Following the initial Non-MSP Input File, the Employer shall submit regularly scheduled file transfers of ongoing changes in its Non-MSP data, consisting of adds, updates and deletes.

If the Employer has entered into a Coordination of Benefits Agreement (COBA) with CMS, it may opt to submit secondary prescription drug coverage using either the COBA or a VDSA. Using the VDSA Implementation Questionnaire found at Attachment M of his Agreement, the Employer shall indicate whether it will submit secondary prescription drug coverage as a part of this Agreement or via its COBA. The Employer may also opt to require its Pharmaceutical Benefit Manager (PBM) to submit files containing the prescription drug coverage of Inactive Covered Individuals, in a format provided by

CMS for PBM use in data sharing. In the Implementation Questionnaire at Section P, Attachment M of this Agreement, the Employer shall indicate whether its PBM will submit prescription drug coverage of its Inactive Covered Individuals on the Employer's behalf.

2. Continuing electronic reporting of retiree prescription drug coverage for the administration of the Employer Subsidy: S Records.

Employers wishing to participate in the Employer Subsidy for retiree drug coverage must submit an application to the Retiree Drug Subsidy (RDS) Contractor. The application includes an attestation of the actuarial equivalence of the Employer's retiree drug plan to the Medicare Part D drug coverage benefit.

For all retirees for whom it wishes to claim the subsidy, the employer will be required to submit to the RDS Contractor an initial enrollment file of all those individuals. This first enrollment file will be followed by regularly scheduled subsequent file transfers containing adds, updates and deletes, using a Web portal maintained by the RDS Contractor.

Current regulations specifically authorize the use of a VDSA as an alternative method of providing retiree drug subsidy enrollment files to the RDS Contractor. VDSA partners submitting initial enrollment files and subsequent update files for the Employer Subsidy may opt to do so as part of their regular quarterly/monthly VDSA filing using S records. Using the Implementation Questionnaire found at Attachment M of this Agreement, the Employer shall indicate whether it intends to use this process.

If the Non-MSP Covered Individuals submitted by the Employer are found by CMS to be enrolled in Medicare Part D, CMS shall convert the records of those individuals into secondary prescription drug coverage reporting - D Records – as described in D.1., above. The Employer will be notified in the Non-MSP Response File that the records were converted. In subsequent Non-MSP Input File submissions the Employer shall submit adds, updates and deletes for the records converted, as though the records were originally submitted as D records. Note that this provision does not preclude the Employer from re-submitting the original S records in an attempt to claim the subsidy on those individuals previously rejected because they were enrolled in a Part D Plan when the previous file was submitted.

3. Non-Reporting Process: N Records.

Using the N action type the Employer may submit records for any Covered Individuals via the Non-MSP Input File. CMS shall search its files for the individuals identified on this Non-MSP Input File. Within forty-five (45)/fifteen (15) days of CMS's receipt of the Non-MSP Input File, CMS shall provide the Employer with Medicare entitlement data regarding individuals identified through the electronic data match. CMS shall provide these data to the Employer in a file

containing the data elements listed in the record layout prescribed in Attachment E, labeled the Non-MSP Response File. Where a match does not occur, the information on the Non-MSP Input File record will be sent back to the Employer using the same Non-MSP Response File layout, without Medicare entitlement information.

4. Continuing electronic exchange of Medicare entitlement information for Covered Individuals, and the HIPAA Eligibility Wrapper (HEW) software.

The Employer may use the Non-MSP Input File to find the Medicare entitlement of Covered Individuals only when it submits files that include either secondary prescription drug coverage or retiree prescription drug coverage. Whenever it is available, CMS will include Medicare entitlement information as part of the Non-MSP Response File.

If the Employer does not use the Non-MSP Input file to report either prescription drug coverage secondary to Medicare, described in Section D.1., above, or retiree prescription drug coverage, described in Section D.2., above, the Employer shall use the HIPAA Eligibility Wrapper (HEW) software provided by CMS to submit the VDSA Query Only HEW Input File (for queries of Medicare entitlement) using the record layout found in Attachment F. After receiving the response file from CMS, the HEW software will generate the VDSA Query Only HEW Response File in the record layout found in Attachment G.

E. CORRECTION OF RECORDS CONTAINING ERRORS

Upon receipt of the Employer's Covered Individuals Initial and Update Files, CMS shall analyze the files to identify any errors and defects in the data provided (such as unreadable entries or data that does not comply with the terms of this Agreement). When it detects errors and/or defects, CMS shall provide to the Employer an MSP Response File and a Non-MSP Response File, containing the data elements in the record layout prescribed in Attachment C or E, identifying the errors detected on the Initial or Update Files. Recognizing that all Voluntary Data Sharing Agreement data is submitter-driven information, the Employer agrees to correct any record errors identified in a Response File, provided such records can be corrected, and to resubmit those records as "add" or "update" records on the next Update File.

F. BASIS -THE BENEFICIARY AUTOMATED STATUS AND INQUIRY SYSTEM APPLICATION

The BASIS application: When the Employer has a more immediate need to know Medicare entitlement, BASIS allows the Employer to make a limited number of on-line queries of Medicare entitlement of its Covered Individuals through a private web-based host. Access to BASIS is contingent on the Employer having submitted its Initial MSP and Non-MSP Input Files and its most recent MSP and Non-MSP Update Files during the last quarterly production cycle. Refer to the User Guide for more detail about the BASIS process, outlined as follows:

1. CMS shall (through its designated contractor) assign an Employer personal identification number ("EPIN") to the Employer. The EPIN information shall be received by the designated Employer Contact Person within 30 days of submission of the initial MSP and Non-MSP Input Files, as described in Sections A - D above, along with information concerning the designated telephone line to be used for the BASIS application.
2. CMS shall notify the Employer when the BASIS application is operational and shall provide detailed instructions to assist the Employer in using the BASIS application.
3. The Employer shall dial a designated telephone line to access the BASIS application using its assigned EPIN. For each Covered Individual for whom the Employer is requesting Medicare entitlement information, the Employer shall enter the following data elements that the Employer maintains in its system concerning that individual:
 - Social Security Number
 - Last Name
 - First Initial
 - Date of Birth
 - Sex
 - HIC Number (optional)
4. The CMS shall post the results of the above referenced inquiry(s) to BASIS within forty-eight (48) hours after the Employer submitted its inquiry(s) to the BASIS application.

G. Rx BIN AND PCN CODES

Both the Rx BIN and PCN are numbers used in the electronic routing of pharmacy benefit reimbursement information. The prescription Benefit International Number (Rx BIN) and the Pharmacy Benefit Processor Control Number (PCN) are assigned to network pharmacy payers by the American National Standards Institute and the National Council for Prescription Drug Programs, respectively. All network pharmacy payers have an Rx BIN. Many, though not all, also have a PCN. The four data input and response files used by the VDSA program (Attachments A, C, D, and E) include data fields for both Rx BIN and PCN reporting.

To participate in the TrOOP Facilitation process, Employers should obtain a unique Rx BIN or PCN number to code for coverage that is secondary to Medicare Part D. This unique coding will assure that the secondary paid claim is captured by the TrOOP Facilitation contractor in the claim response from the payer to the pharmacy provider. The "TrOOP Facilitation" Rx BIN(s) or PCN(s) will be separate and distinct from the Employer's regular Rx BIN(s)

and PCN(s). The regular Rx BIN(s) and PCN(s) shall be provided in MSP File Input Records. The TrOOP Facilitation Rx BIN and PCN are the appropriate routing numbers for Non-MSP Input Records.

When CMS identifies an Inactive Covered Individual on the Non-MSP File as a Medicare Part D beneficiary, the prescription drug coverage and TrOOP Facilitation Rx BIN and PCN routing information will be provided to the Part D plan and the TrOOP Facilitation contractor. By signing this Agreement, the Employer agrees to obtain a TrOOP Facilitation Rx BIN or PCN, if necessary. In addition, the Employer must provide CMS with a list of all its standard and TrOOP facilitation BINs and PCNs no later than ten (10) business days prior to submitting its first production files. (See Number 10, "Miscellaneous: VDSA Implementation Questionnaire, Attachment M," of this Agreement.)

H. DUTY TO OBTAIN DATA

The Employer may be in possession of some, but not all, of the data elements identified in Attachments A, B, C, D and E as included in the VDSA User Guide. With respect to data not originally in its possession, the Employer shall use commercially reasonable efforts to obtain these data as soon as possible. These data should be obtained no later than the first practical enrollment, re-enrollment or renewal date in the Group Health Plan (GHP) as long as this date is no later than six (6) months after the CMS' receipt of the MSP and/or Non MSP Input File required by paragraphs C.1 and D.1 respectively. If necessary data cannot be obtained because an enrollment, re-enrollment or renewal date of the GHP will not occur in the next six (6) months, the Employer shall individually contact each Covered Individual to obtain or correct such data within thirty (30) days of becoming aware, or being notified, that the necessary information about the Covered Individual is missing or is incorrect. The Employer shall include the data corrections received as an "update" in the next Update File delivered to CMS following the collection of the necessary data.

The Employer shall also modify, when necessary, its GHP enrollment, re-enrollment and renewal procedures to routinely capture the data elements identified in the VDSA User Guide as Attachments A, B, C, D and E before the next enrollment, re-enrollment, or renewal cycle, unless the Employer has an alternative method of capturing this information that is acceptable to CMS. The Employer attests that once the data elements are captured, it will provide this information to CMS when it submits its next update file.

If, following the procedures outlined above for the collection of new and correction of existing data, the Employer is still unable to obtain a particular data element, the Employer should submit to CMS as much of the remaining information for the Covered Individual as it is able to provide. The Employer shall continue to seek any data for which a request is more than thirty (30) days old.

I. TERM OF AGREEMENT

The Employer and CMS are dedicated to developing and implementing a process for exchanging data that provides CMS and the Employer with quarterly updates on a regular and consistent basis with minimal interruption to the administration and operations of the Employer and CMS. Accordingly, the initial term of this Agreement shall be twenty-four (24) months from the Effective Date unless earlier terminated as set forth below, and shall automatically renew for successive twelve (12) month terms unless, not less than ninety (90) days prior to the end of any term, a Party provides the other Party with written notice of its intent not to renew the Agreement. During the initial term of the Agreement, the parties shall diligently and in good faith evaluate the data exchange process and discuss and endeavor to implement modifications to the process in order to achieve the efficiency described in Section II hereof as a principal purpose of the agreement.

During the initial term or any succeeding term of this Agreement, CMS may terminate this Agreement upon sixty (60) days prior written notice to the Employer of the Employer's repeated failure to perform its obligations pursuant to this Agreement, and the Employer's failure during such sixty (60) day period to cure such breach of its obligations by satisfying the conditions set forth in such notice.

During the initial term or any succeeding term of this Agreement, the Employer may terminate this Agreement upon sixty (60) days prior written notice to CMS of CMS's repeated failure to perform its obligations pursuant to this Agreement, and CMS's failure during such sixty (60) day period to cure such breach of its obligations by satisfying the conditions set forth in such notice.

Except as the parties may otherwise agree, this Agreement shall terminate in the event of enactment of any new MSP legislation which contradicts or is inconsistent with the terms of the data exchange portions of this Agreement.

J. SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

The Parties agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged under this Agreement. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained under this Agreement shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. § 1306], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395k(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Employer shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. The Employer agrees that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the Employer is in compliance with the security requirements specified above.

Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and Employer employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized in this Agreement. Such personnel shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

CMS and the Employer agree to limit access to, disclosure of and use of all data exchanged between the Parties. The information provided may not be disclosed or used for any purpose other than to implement MMA and MSP provisions and related laws, and coordinate benefit payments between the Employer and CMS, and as is necessary to prevent or recover mistaken payments. The Parties agree that the eligibility files exchanged by the Parties shall not be duplicated or disseminated beyond updating the Parties current eligibility files.

K. PRIVACY ACT

Data that are protected in a Privacy Act System of Records (SOR) shall be released from CMS in accordance with the Privacy Act (5 U.S.C. §552a) and CMS data release policies and procedures. The appropriate Privacy Act disclosure exception for these releases is found in System No. 09-70-0536 (Medicare Beneficiary Database).

The parties agree and acknowledge that they are performing "covered functions" as that term is defined in the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") under the HIPAA at 45 C.F.R. § 164.501. The parties further agree that the use and disclosure of Protected Health Information between the parties pursuant to this Agreement is for payment as defined in the Privacy Rule. The Parties further agree that the Protected Health Information be used or disclosed pursuant to this Agreement is the minimum necessary to accomplish the intended purposes of this Agreement. The parties agree to abide by all requirements of the Privacy Rule with respect to Protected Health Information used or disclosed under the Agreement.

All data contained in the MSP Input File and all data contained in any Update File (excluding any Medicare data which are provided by CMS to the Employer on a MSP Response File) shall not be subject to the use and disclosure data requirements found in the regulations described in this Section.

L. RESTRICTION ON USE OF DATA

All data and information provided by the Parties shall be used solely for the purposes outlined in Section III of the Recitals. If the Employer wishes to use the data and information provided by CMS under this Agreement for any purpose other than those outlined above, the Employer shall make a written request to CMS describing the additional purposes for which it seeks to use the data. If CMS determines that the Employer's request to use the data and information provided hereunder is acceptable, CMS shall provide the Employer with written approval of the additional use of the data.

The terms of this section shall not apply to the employer with respect to data contained in any MSP or Non-MSP Input files, excluding any Medicare data which are provided by CMS to the Employer in any MSP or Non-MSP Response files.

M. PENALTIES FOR UNAPPROVED USE OR DISCLOSURE OF DATA

The Employer acknowledges that criminal penalties under section 1106(a) of the Social Security Act [42 U.S.C. § 1306 (a)], including possible imprisonment, may apply with respect to any disclosure of data received from CMS that is inconsistent with the purposes and terms of the Agreement. The Employer further acknowledges that criminal penalties under the Privacy Act [5 U.S.C., § 552a(I)(3)] may apply if it is determined that the Employer, or any individual employed or affiliated therewith, knowingly and willfully obtained the data under false pretenses.

N. EMPLOYER CONTACTS

Administrative Contact: The Employer designates the individual listed below as the contact person for administrative or other implementation coordination issues under this Agreement. The contact person shall be the point of contact for the CMS for any administrative questions that may arise during the term of this Agreement. If the Employer changes its administrative contact person, the Employer shall notify the CMS in writing within thirty (30) working days of the transfer and provide the information listed below for the new contact person.

Name: Douglas Fouty
Address: 10 N. Main Street, 4th Floor, Mt. Clemens, MI 48043
Phone #: (586) 469-6126
Fax #: (586) 469-6974
E-mail: Douglas.Fouty@macombcountymi.gov

Technical Contact: The Employer designates the individual listed below as the contact person for technical or other implementation coordination issues under this Agreement. The contact person shall be the point of contact for the CMS for any technical questions that may arise during the term of this Agreement. If the Employer changes its technical contact person, the Employer shall notify the CMS in writing within thirty (30) working days of the transfer and provide the information listed below for the new contact person.

Name: Ken Schmidt
Address: 10 N. Main Street, 8th Floor, Mt. Clemens, MI 48043
Phone #: (586) 469-5182
Fax #: (586) 469-6547
E-mail: Ken.Schmidt@macombcountymi.gov

O. CMS CONTACTS

Administrative Contacts: The CMS designate the individuals listed below as the contacts for administrative or other implementation coordination issues under this Agreement. The contacts shall be the point of contact for the Employer for any administrative questions that may arise during the term of this Agreement. If the CMS change the administrative contact person(s), the CMS shall notify the Employer in writing within thirty (30) working days of the transfer and provide the information listed below for the new contact person.

Name: John Albert
Phone #: (410) 786-7457
Fax #: (410) 786-7030
E-mail: john.albert@cms.hhs.gov

Name: William Decker
Phone #: (410) 786-0125
Fax #: (410) 786-7030
E-mail: william.decker@cms.hhs.gov

Address: Centers for Medicare and Medicaid Services
Office of Financial Management
Financial Services Group
Division of Medicare Secondary Payer Policy and Operations
Mail Stop: C3-14-16
7500 Security Boulevard
Baltimore, Maryland 21244-1850

Technical Contact: Upon signature of this agreement by both parties, the CMS will designate a Coordination of Benefits Contractor Electronic Data Interchange (EDI) Representative as the contact for technical or other implementation coordination issues under this Agreement. The EDI Representative contact shall be the point of contact for the Employer for any technical questions that may arise during the term of this Agreement. If the CMS change the technical contact person, the CMS shall notify the Employer in writing within thirty (30) working days of the transfer and provide the information listed below for the new contact person.

Name:
Address:
Phone #:
Fax #:
E-mail:

P. MISCELLANEOUS

1. The Parties agree that their respective representatives, whose signatures appear below, have the authority to execute this Agreement and to bind each of the Parties, respectively, to every promise or covenant contained in this Agreement. The Effective Date of this Agreement shall be the last date of execution by the Parties.
2. No alteration, amendment, modification or other change to the Agreement shall be effective without the written consent of the affected Party or Parties. No waiver of this Agreement or of any of the promises, obligations, terms, or conditions contained herein shall be valid unless it is written and signed by the Party against whom the waiver is to be enforced. However, the Parties agree that the VDSA User Guide which accompanies this Agreement is not, and is not represented to be, a part of this Agreement.
3. The Parties agree that this Agreement contains all material representations, understandings, and promises of the Parties with respect to this Agreement. The Parties agree that Attachment A through E are representative of the data sets required by this Agreement, but are not necessarily the exact data sets that are to be or will be used by the Parties for the term of this Agreement. This Agreement shall be binding upon the Parties, their successors, and assigns.
4. In the interest of working to protect the confidentiality of MSP Covered Individual and Non-MSP Covered Individual data, information received by the Parties hereto that does not result in a match relevant to this Agreement shall be destroyed within six (6) months following a Party's completion of the matching process. If requested by either Party, each Party to this Agreement shall provide written confirmation to the other Party that all data and information that does not result in a match has been destroyed within that time frame. The Parties further agree that the medium by which the Parties exchange stored data (e.g., round reel tapes, cartridges, CDs) shall be destroyed within one (1) year of receipt.
5. The Parties may transmit the data required to be exchanged under this Agreement electronically, provided the Parties agree on a methodology and format within which to exchange such documentation, and the actual transmission of data is secure.
6. If either Party cannot submit its respective file in a timely manner, at least one week prior to the scheduled release of the file it must notify the other Party that the submission will be late. At that time the date the file will be submitted shall also be provided.
7. The Employer agrees it will inform its related entities, claims processors, and third party administrators, to the extent necessary to pay claims, in accordance with the MSP and MMA provisions. The Employer shall share with these entities the MSP and Medicare entitlement information identified as a result of this data exchange for their use in paying claims, in accordance with the MSP provisions.

8. There are no fees payable by either party with respect to this Agreement.
9. Except as specifically provided herein, the rights and/or obligations of either party to this Agreement may not be assigned without the other party's written consent. This Agreement shall be binding upon and shall inure to the benefit of and be enforceable by the successors, legal representatives and permitted assigns of each party hereto.
10. Miscellaneous: VDSA Implementation Questionnaire, Attachment M.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the date indicated below.

Centers for Medicare & Medicaid Services

By: GERALD WALTERS
Director, Financial Services Group
Office of Financial Management

Date

Duly Authorized Representative

Macomb County

By: WILLIAM CROUCHMAN
Chairman, Macomb County Board of Commissioners

Date

Duly Authorized Representative

[08/05 – 11/05 – 12/06]

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Modification to the 20 Week Hiring Delay Policy for
Attorney Positions in the Prosecuting Attorney's Office

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 05-12-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

May 2, 2008

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend Modification to the 20 Week Hiring Delay Policy for
Attorney Positions in the Prosecuting Attorney's Office

The Prosecuting Attorney has requested to modify the 20 Week Hiring Delay Policy for attorney positions in the Prosecutor's Office due to the fact that when a higher level Prosecutor leaves the employ of the County, that vacancy generally results in a number of sequential promotions, each being subject to the 20 Week Hiring Delay. This poses a significant burden in effectively handling cases in the Prosecutor's Office.

With this in mind, I am recommending the Personnel Committee approve a Hiring Delay Policy, in which an attorney vacancy in the Prosecutor's Office will be held vacant for six (6) months. After the six (6) months has elapsed, the Prosecuting Attorney would then be able to initiate promotional personnel actions and fill the resulting vacancy in the Office.

All other vacancies in the Prosecutor's Office will be subject to applicable Board Policies regarding the Hiring Delay.

EAH/mb

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Modification to the 20 Week Hiring Delay Policy so that
_____ only vacancies which come before the Personnel Committee for
_____ reconfirmation be subject to a 20 Week Hiring Delay; further, that
_____ resulting vacancies due to promotion or transfer would be subject to the
_____ 10 Week Hiring Delay that was in place for 2007

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 05-12-08



HUMAN RESOURCES DEPARTMENT

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469-7241

Personnel Services:
Douglas J. Fouty
469-6126

May 2, 2008

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend Modification to the 20 Week Hiring Delay Policy so that only vacancies which come before the Personnel Committee for reconfirmation be subject to a 20 week hiring delay; further, that resulting vacancies due to promotion or transfer would be subject to the 10 week hiring delay that was in place for 2007

On December 13, 2007, the Full Board approved extending to 20 Weeks the Hiring Delay Policy for vacancies created due to resignation, retirement, termination or promotion/transfer.

While this Policy has resulted in significant savings, it has also negatively impacted service delivery. A concern has been raised that when a position becomes vacant, that vacancy may result in several subsequent vacancies due to internal promotions, each subject to the 20 Week Hiring Delay Policy. If these staff movements are all within the same program or unit of a department, it could result in significantly diminished ability to serve the public.

With this in mind, I would recommend the Personnel Committee modify the 20 Week Hiring Delay Policy so that the 20 Week Hiring Delay will apply only to vacancies which come before the Personnel Committee for reconfirmation. Resulting vacancies due to promotion or transfer would be subject to the 10 week hiring delay as was in place for 2007.

EAH/mb

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the waiver of the 20 Week Hiring Delay for two (2)
_____ vacant Housekeeper I/II positions in Facilities & Operations due to
_____ the implementation of the Board of Commissioners Approved Laundry
_____ Proposal _____

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee _____

COMMITTEE/MEETING DATE

Personnel 05-12-08 _____



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

May 2, 2008

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, *[Signature]* Acting Director
Human Resources

RE: Recommend Waiver of 20 Week Hiring Delay for two (2) Vacant
Housekeeper I/II positions in Facilities and Operations due to the
implementation of the Board of Commissioners approved Laundry
Proposal

As a result of the action taken at the April 17, 2008 Full Board meeting regarding the Laundry Proposal, I am recommending that the Personnel Committee waive the 20 Week Hiring Delay for two (2) vacant Housekeeper I/II positions, so that these positions would be immediately authorized and available for the reassignment of laundry staff from Martha T. Berry.

EAH/mb

cc: David Diegel, Finance Director
Josephine Savalle-Dunn, MTB Administrator

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the title change only for the classification of Corrections

_____ Officer to Corrections Deputy in the Office of the Sheriff

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson

_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 05-12-08



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macombcountymi.gov

May 2, 2008

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend the title change only for the classification of Corrections Officer to Corrections Deputy in the Office of the Sheriff

The Sheriff has requested a title change only for the classification of Corrections Officer to Corrections Deputy.

This change of classification will provide consistency within the Office of the Sheriff as the Sheriff swears in Deputies and not Officers. This is a request for title change only, and will not affect the assigned duties and responsibilities, salary range, nor will it have any budgetary impact.

After a review of this request, I am recommending the Board of Commissioners approve the title change only of Corrections Officer to Corrections Deputy.

EAH/mb
Attachment

cc: David Diegel, Finance Director
Sheriff Mark Hackel

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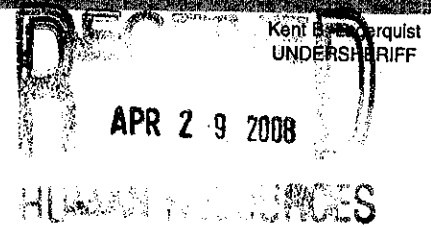
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MARK A. HACKEL

OFFICE OF THE SHERIFF



TO: Eric Herppich, Director
Human Resources

FROM: Sheriff Mark A. Hackel

DATE: April 24, 2008

RE: Personnel Agenda – May 12, 2008

Please consider this my request to be placed on the Agenda for the May 12, 2008 Personnel Committee Meeting.

I am requesting approval to change the title of the Corrections Officer classification to Corrections Deputy. This title change will allow consistency within the Office of the Sheriff as the County Sheriff hires and swears in Deputies not Officers. This is a name change only and will not effect the collective bargaining agreement in any other way.

Respectfully,

Sheriff Mark A. Hackel

/dk

Copy: Scott Schulte, President M.C.P.D.S.A.
Robert Stanley, Civil Service Commissioner

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the reclassification of one (1) vacant System Specialist
_____ position to one (1) PC Network Specialist position in the Information
_____ Technology Department

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 05-12-08



HUMAN RESOURCES DEPARTMENT

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Mount Clemens, Michigan 48043
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macombcountymi.gov

May 2, 2008

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Reclassification of one (1) vacant System Specialist position to one (1)
PC Network Specialist position in the Information Technology
Department

The Director of Information Technology has requested consideration to reclassify one (1) Systems Specialist position (2007 salary maximum of \$73,289.97) to one (1) PC Network Specialist position (2007 salary maximum of \$68,851.55).

This reclassification properly aligns the responsibilities of the position with the service requirements of the Information Technology Department. This position is not vacant but currently is being underfilled as a PC Network Specialist.

This reclassification would provide a budgetary savings of \$4,438.42.

I have discussed this request with the Finance Director and recommend the Personnel Committee approve this reclassification.

EAH/mb
Attachment

cc: Cyntia Zerkowski, IT Director
David Diegel, Finance Director

MACOMB COUNTY BOARD OF COMMISSIONERS

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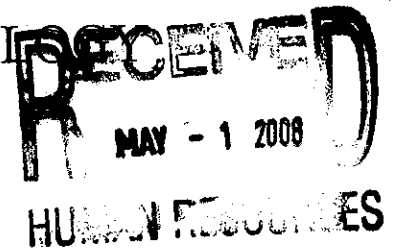
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INFORMATION TECHNOLOGY

10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-0524 FAX 586-469-6547
macombcountymi.gov



C. N. Zerkowski
Director

K. Barbieri
Deputy Director

April 2, 2008

TO: Eric Herppich, Acting Director
Human Resources

FROM: Cyntia N. Zerkowski, Director
Information Technology

RE: Reclassification of System Specialist position

To approve reclassification of Systems Specialist position to PC/Network Specialist resulting in 2008 budget savings of \$3,550.74.

The employee in this classification has requested this reclassification as a grievance resolution, and it has been accepted by the department. As the Systems Specialist position was a grandfathered position, the IT department will release the budget dollars difference of \$3,550.74 (annual budget dollars of \$4,438.42) to be returned to the rainy day fund.

CZ/de

cc: Keith Barbieri, Deputy Director

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